

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 415

Subject: Environmental Health and Safety

Date Adopted: 02/04 Revised: 08/13

1. Purpose:

The administration of the University of Central Arkansas recognizes and endorses the need and importance of providing environmentally safe work and residential spaces for all of its employees, students, and visitors. The university promotes health and safety programs and procedures based on applicable health and safety standards promulgated by state and federal agencies, including OSHA regulations, as well as published standards of nationally-recognized professional health and safety groups.

2. Environmental Health and Safety Committee:

The Environmental Health and Safety Committee oversees the implementation of the Environmental Health and Safety Policy and reports to the vice president designated by the president of the university.

a. The Committee is comprised of:

- i. Associate deans from the colleges that use hazardous materials;
- ii. The director of the Environmental Health and Safety Office;
- iii. The university general counsel (ex-officio, non-voting);
- iv. The director of Physical Plant or designee; and
- v. Three representatives, to be chosen by the vice president, from Physical Plant and/or auxiliary operations.

The Environmental Health and Safety director will chair the committee. The committee will meet at least once each semester of the academic year and at other times, as needed. The committee has the authority to increase its membership or to create *ad hoc* committees as appropriate to the needs of the university. The three representatives chosen by the vice president will serve staggered three-year terms.

Members of the Environmental Health and Safety Committee understand that some university committees are federally and/or state regulated and adherence to these regulations is expected. In some circumstances, the mandated minimum standards will be augmented.

b. The Environmental Health and Safety Committee will:

- i. Review environmental health and safety policies, procedures and manuals related to the use of hazardous materials that are developed by committees, units and departments;
- ii. See that regular campus-wide audits and/or surveys for regulatory compliance are conducted;
- iii. Assist with coordination of safety-related administrative initiatives;
- iv. Provide centralized environmental health and safety guidance to all areas of the university; and
- v. Monitor the effectiveness of the university's environmental health and safety program.

3. Implementation Responsibilities:

a. Provost, vice presidents, and deans will:

- i. Communicate to faculty, employees, students and visitors that health and safety are high priorities on campus and that everyone shares in the obligation to perform work in a safe, healthful, and environmentally-protective manner;
- ii. Determine appropriate levels of responsibility to provide a safe environment and to conduct operations in compliance with applicable laws, regulations and generally-accepted practices for health, safety and environmental protection;
- iii. Communicate with chairs and directors about environmental health and safety responsibilities that need to be implemented within their departments; and
- iv. Ensure that environmental health and safety responsibilities are carried out in the academic departments or administrative units for which they are responsible.

b. Chairs, directors and supervisors will:

- i. Communicate to faculty, employees, students and visitors that health and safety are high priorities on campus and that everyone shares in the obligation to perform work in a safe, healthful, and environmentally-protective manner;

- ii. Ensure that environmental health and safety responsibilities are carried out in the academic departments or administrative units for which they are responsible; and
 - iii. Monitor the implementation of health and safety programs in their units.
- c. Supervisors, department chairs, faculty and other employees with direct oversight of university activities, both academic and administrative, will:
- i. Communicate to employees, contractors, students and visitors that health and safety are high priorities on campus and that everyone shares in the obligation to perform work in a safe, healthful, and environmentally-protective manner;
 - ii. Identify hazards and ensure that measures are implemented to eliminate or minimize those hazards;
 - iii. Provide information about workplace hazards and safety and health procedures to employees, contractors, students, and visitors;
 - iv. Supply the proper safety equipment;
 - v. Encourage prompt reporting of health and safety problems without fear of reprisal; and
 - vi. Stop work being carried out under their authority if they believe that continuation of the work poses an imminent danger to the safety or health of any person, or damage to property.
- d. Faculty, employees, contractors, students and visitors will:
- i. Comply with applicable environmental health and safety laws and regulations, university policies and accepted work practices;
 - ii. Learn about potential hazards associated with their work and work area, know where information on these hazards is kept, and use this information when needed;
 - iii. Follow safe operating procedures and guidelines applicable to their work;
 - iv. Report unsafe conditions to their supervisor without fear of reprisal; and
 - v. Participate in applicable health and safety training.