

 <p>Kennesaw State UNIVERSITY Environmental Health & Safety Department</p>	<h2 style="margin: 0;">Environmental and Occupational Safety Roles and Responsibilities</h2>
<i>EOSMS-101</i>	<i>Last updated: 05/21/2014</i>

1. Purpose

This procedure defines responsibilities of Kennesaw State University (KSU or the University) leadership, managers/supervisors, faculty, staff, students, and third parties as it applies to compliance with environmental and occupational safety (EOS) laws and regulations through the effective use of KSU's Environmental and Occupational Safety Management System (EOSMS). Responsibilities include but are not limited to ensuring compliance, identifying hazards, managing risks, preventing incidents, and improving work practices.

2. Scope

This procedure applies to all KSU employees, faculty, staff, students and third parties working on or under the control of KSU.

3. Responsibilities

A. University Executive and Senior Leadership

The University's executive and senior leadership includes the president, provost, vice-presidents, associate and assistant vice-presidents, deans, and executive directors. Employees in these job positions:

- i. Create vision, enforce policy, set performance expectations, and ensure timely availability of resources that support KSU's environmental and occupational safety.
- ii. Provide leadership to ensure effective implementation of the EOSMS as KSU's systematic approach to managing EOS risks and ensuring compliance with governing laws, regulations, and policies.
- iii. Review EOS-related assessment reports as a means to assess and direct actions necessary to continually improve KSU's environmental and occupational safety and support the EOSMS.

B. Directors, Department Heads, and Managers

A director, manager or department head oversees operations within their respective department/center/institute/unit (hereafter called unit) or laboratory that requires compliance with EOS matters. Specific responsibilities may include, but are not limited to those listed below.

- i. Ensures the use of EOS best practices within KSU units and laboratories to include meeting the EOSMS objectives.
- ii. Sets performance expectations, manages EOS risks, and ensures compliance with governing laws, regulation and policies.
- iii. Effectively implements KSU's EOSMS and its requirements within their respective units and laboratories.
- iv. As appropriate, incorporates EOSMS requirements and responsibilities into employee job descriptions and addresses performance related to the same.
- v. Ensures that individuals under their supervision, including but not limited to supervisors, regular and temporary employees, contractors, and other affected personnel, obtain required EOS training.
- vi. Develops a process to maintain incident/illness prevention and environmental protection programs within the unit.
- vii. Ensures prompt reporting and appropriate investigations of incident/accident within the unit, in accordance with the Incident Reporting and Investigation procedure (EOSMS-108).
- viii. Develops and implements a written process to perform hazard/risk assessments within their respective unit or laboratory inclusive of periodic environmental and occupational safety inspections of work areas and/or facilities and ensuring non-compliance items are corrected with follow-up and closure.
- ix. Assesses the environmental and occupational safety impact of new processes and equipment, and incorporate appropriate controls.
- x. Includes environmental and occupational safety performance when evaluating and selecting suppliers and contractors.
- xi. Maintains and improves programs for occupational health, hazardous materials management, general safety, incident prevention, biological safety and environmental compliance.

C. EHS Department Staff

- i. Based on expertise and knowledge of EOS laws, regulations, policies, and best practices, serve as the champion of the University's vision on EOS matters.
- ii. Serves as the primary contact for all EOS matters both within KSU and with external organizations as appropriate or directed.
- iii. Lead the collaboration efforts on EOS initiatives among University constituents.

- iv. Implement and maintain the EOSMS to include advising and training of management and employees on their responsibilities regarding the EOSMS
- v. Through the EOSMS, monitor and report on compliance with governing health and safety policies, programs and guidelines.
- vi. Keep the KSU leadership and University Safety Council informed on EOS matters.
- vii. Provide technical expertise and EOS advisory services to ensure regulatory compliance and improvement of EOS performance throughout the University.
- viii. Promote best practices, compliance-related activities, and initiatives that demonstrate KSU's commitment to environmental and occupational safety.
- ix. Where applicable, develop written processes and procedures to ensure individual and organizational compliance with environmental and occupational safety laws, regulations, policies, and guidelines.
- x. Ensure the timely investigation of accidents or incidents involving significant human harm, fatality, release of hazardous material or significant damage to the environment.
- xi. Recommend programs and actions for compliance.
- xii. Develop effective management and control programs for occupational health, hazardous materials, laboratory safety, general safety, accident/incident prevention, biological safety, and environmental compliance.
- xiii. Provide guidance and technical assistance to University supervisors and managers in identifying, evaluating, and correcting health and safety hazards.
- xiv. Develop and provide training and materials assistance to ensure safe and healthful work practices.
- xv. Monitor and track safety training requirement across the university and submit regular report to the university safety council.
- xvi. Conduct analyses of occupational incidents and injuries for trends and ensure effective control.
- xvii. Note instances of noncompliance, and recommend improvements of the EOSMS.

D. Principal Investigator (PI) / Instructor

- i. Ensures compliance with EOS policy, regulations, procedures, and best practices in the laboratory/learning environment.
- ii. Conducts assessments, establishes written procedures and appropriate controls and ensures Personal Protective Equipment (PPE) is provided for safe laboratory work environment.
- iii. Assesses new processes, equipment, chemicals or changes to existing processes, equipment or chemicals to determine potential health and safety impact and develops new or updates existing written procedures and training according to the assessment report.
- iv. Ensures the completion of required EOS inspections and resolution of issues or recommendations associated with those inspections.
- v. Attends required EOS training and assures that all laboratory personnel under his or her supervision are trained.
- vi. Reports EOS-related injuries and incidents in a timely manner. Conducts an investigation that includes actions that will prevent similar injuries or incidents. Contacts the EHS Office as needed for assistance.

E. Supervisors

- i. Implement the Environmental and Occupational Safety Management System and other organizational safety practices and programs in areas under their supervision or control.
- ii. Establish and implement processes to ensure workplaces and equipment are safe, well kept, and in compliance with the Environmental and Occupational Safety policy, laws and regulations.
- iii. Ensure that procedures are developed for the safe use of hazardous chemical, physical, radiological, and biological substances.
- iv. Conduct periodic health and safety inspections of work areas and/or facilities and ensure that identified corrective actions are implemented and closed.
- v. Require all staff members under your direction to successfully complete required environmental health and safety training.
- vi. Ensure follow-up investigation of workplace incidents is conducted in a timely manner.
- vii. Ensure health and safety needs for units/departments (e.g., engineering controls, training, and personal protective equipment) are met.
- viii. Collect, recommend, and implement EOS and EOSMS improvements.

F. Laboratory Personnel, Teaching/Research Assistants

- i. Conduct activities in compliance with all applicable EOS federal, state, and local regulations and KSU policies and procedures.
- ii. Assist the Principal Investigator (“PI”)/Instructor or Laboratory Supervisor/Laboratory Coordinator with EOS matters.

G. Employees

- i. Comply with the KSU’s EOS policy and all other environmental health and occupational safety practices, programs and procedures.
- ii. Successfully complete required environmental and occupational safety training.
- iii. Participate in the EOSMS by reporting incidents or near misses, attending health and safety meetings, reporting problems and recommending improvements, and other related activities.
- iv. Inform a supervisor or instructor of any safety hazards or system deficiencies in the workplace.
- v. Ensure that all incidents/injuries relating to the job are promptly investigated.

H. Third Parties, Contractors, and Visitors

- i. Comply with the KSU’s EOS policy and all other health and safety practices, programs and procedures.
- ii. Take all steps necessary to safeguard the health and safety of KSU’s students, employees, and visitors and protect the environment during the performance of their work.
- iii. Ensure the safety of his or her employees.
- iv. Ensure that all operations comply with federal, state and local regulations.
- v. When required, submit to KSU or its representative documents/records relating to workplace safety and compliance, which may include, but not limited to - safety plans; incidents/accident reports; permit/licenses/certifications; training records; inspection records; waste manifest; safety data sheets and records of regulatory citations.

4. Committees and Councils

A. University Safety Council

The role of the KSU Safety Council is to provide a University-level consultative forum and clearing house for common discussions and mutual coordination of activities of the campus safety and compliance committees in all matters relating to occupational safety and environmental compliance.

The Council's responsibilities are:

- i. Facilitate cooperation between management, faculty, staff and students in ensuring a systematic approach to managing EOS risks and ensuring compliance.
- ii. Review, evaluate, and make recommendations concerning the University EOSMS and monitor its implementation.
- iii. Receive and assess reports from various university constituents including the EOS department and various Safety Committees or any sub-committees of the Council on EHS matters and provide feedback.
- iv. Review and approve policies and procedures relating to environmental health and occupational safety that are to be carried out or complied with throughout the University.
- v. Provide relevant information to enable members of the university community to direct complaints and recommendations on safety matters to appropriate committees or administrative offices.
- vi. Serve as a resource to the President on matters of safety and oversee implementation of Council initiatives approved by the President.

B. Campus Safety Committees

The role of the various Campus Safety Committees is to provide a forum and mechanism for employees to participate in EOS matters affecting them. The responsibilities include:

- i. To help identify hazards, risks, possible control measures, and to participate in the implementation of identified control measures.
- ii. Participate or provide input to safety inspections, job hazard analysis, incident investigations, procedure development and safety training development in the areas of focus for each committee.
- iii. Listen and evaluate employees' safety suggestions/concerns and serve as a good example for safety.