

1. Purpose

This procedure describes how Kennesaw State University (KSU or the University) identifies environmental and occupational safety aspects and impacts associated with the University's activities.

2. Scope

This procedure covers all of the University's operations and applies to those aspects that KSU can control and which it can be expected to influence within the scope of the Environmental and Occupational Safety Management System (EOSMS).

3. Definitions

- i. Aspect: A University activity that can interact with the environment and/or occupational safety.
- ii. Impact: A positive or negative change to the safety environment resulting from the University's activities.

4. Responsibilities

A. Environmental Health and Safety Department

- i. Developing the list of EOS aspects and impacts, in consultation with the various academic departments and administrative units and informing the campus community of new regulations and requirements that relate to identified aspects and impacts.
- ii. Reviewing the list annually and updating it as needed.
- iii. Reviewing this procedure annually and updating the procedure as needed.

B. Academic departments and Administrative units

Academic departments and administrative units are responsible for informing the EHS Department of changes in their operations that influence the aspects and impacts of the activities in each department or unit.

5. Procedure

A. Developing a List of Aspects and Impacts

- i. The EHS Department develops a draft list of aspects and impacts for each academic department or administrative unit and shares the draft list with the representative of the respective department or unit.
- ii. The representative reviews the draft list with other members of the department or unit and returns it to the EHS Department with necessary additions and corrections.
- iii. The EHS Department incorporates the feedback received from the academic department or administrative unit and produces an updated list of aspects and impacts for the academic department or administrative unit.
- iv. The EHS Department publishes the most up to date version of the aspect and impact lists on the EHS website.

B. Evaluating Aspects and Impacts

- i. Aspects and impacts are evaluated based on various criteria, including:
 - a) Likelihood of occurrence
 - b) Risk of employee/student exposure
 - c) Environmental exposure
 - d) Community exposure
 - e) Non-compliance with EHS regulations
 - f) Cost of Non-compliance with EHS regulations
 - g) Potential for fine/penalty by regulatory agency
 - h) Impact on KSU reputation
 - i) Noise/nuisance
 - j) Use of natural resources
 - k) Occupational safety
- ii. Ranking scale of 0 – 3 is used to rate each aspect and impact. “0” = “no impact”; “1” = “low impact”; “2” = “moderate impact”; while “3” = “high impact”.
- iii. Any aspect/impact with a cumulative score of **19** or above is considered to be significant requiring establishment of a formal program to address the risks.

C. Reviewing the List of Aspects and Impacts

- i. At least once a year, the EHS Department distributes the current list of aspects and impacts for an academic department or administrative unit to the representative of that department or unit.
- ii. The representatives review the current lists with other members of the department or unit and return them to the EHS Department with comments.
- iii. The EHS Department incorporates the feedback from the academic department or administrative unit and produces an updated list of aspects and impacts for the academic department or administrative unit.
- iv. In the event that any new activity is started at KSU or if there is a major change to any existing activity, the EHS department collaborates with the department or unit to evaluate any aspects and impacts associated with that new activity and ensures appropriate controls.