

1. Purpose

This procedure describes how Kennesaw State University (KSU or the University) establishes, implements and maintains Environmental and Occupational safety (EOS) plans, objectives and targets.

2. Scope

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

3. Responsibilities

- i. The Director of EHS is responsible for developing and monitoring the overall University's EOS plan.
- ii. KSU units are responsible for developing unit specific EOS plans that are consistent with the University's EOS policy.

4. Procedure

A. Developing the Overall EOS Plan

- i. The EHS Department develops a draft of the overall University's EOS plan, taking into consideration:
 - a. The University's EOS legal requirements
 - b. EOS hazards, risks and significant environmental aspects
 - c. The University's operational and business requirements
- ii. The EOS plan objectives and targets must be consistent with the University's EOS policy, be measurable and seek continuous improvement of EOS performance.
- iii. The EHS Director publishes the draft of the new or altered plan for consultation with persons/bodies with responsibilities of drafting or reviewing EOS policies and procedures to ensure the new or updated plan is consistent with University's governing requirements.
- iv. The EHS Director takes feedback from consultation into account, and then submits the final draft to the University Safety Council for review and approval.
- v. The final draft is endorsed by the University's Vice-President for Operations.
- vi. The EHS Director monitors progress against the objectives and targets and reports on progress annually to the University Safety Council.

B. EOS Management Plans developed by KSU Units

- i. KSU units may develop unit-specific EOS management plans that are consistent with the University's EOS policy.
- ii. The Unit plan takes into consideration the University's EOS legal requirements, unit's EOS hazards, risks and significant environmental aspects, and the operational and business requirements.
- iii. Unit Heads ensure that, where practicable, the Unit's objectives and targets are measurable and seek continuous improvement.
- iv. Unit Heads monitor progress against the objectives and targets of the Unit's plan and reports on progress annually to the EHS Director.

C. Reporting on EOS Plans, Goals and Objectives

- i. Annually, the EHS Director and staff conduct a review of the plan and prepare a written report, for presentation to the University Safety Council, on progress made toward implementation of the plan, outlining any deficiencies, resource issues, or challenges that are determined to be a risk to the successful implementation of the EOS plan.

D. Review of Procedure

- i. The EHS Department reviews this procedure in accordance with University's Procedure for Documents and Record Management (EOSMS – 110).