

1. Purpose

This procedure describes review requirements by the senior leadership and shared governance bodies of Kennesaw State University (KSU or the University) of the Environmental and Occupational Safety Management System (EOSMS) and associated documentation.

2. Scope

This procedure applies to KSU employees in senior administration and academic positions as well as faculty, staff, and students serving as elected representatives in a shared governance body as noted below.

3. Reporting and Review Responsibilities

a. Environmental Health and Safety Department

- 1) Annually, the EHS director and staff conduct a review as outlined below and prepare a written report with findings and recommendations. Annual reports specifically cover the areas noted below.
 - i. The University's Environmental and Occupational Safety (EOS) operational goals, objectives, and associated key performance indicators (KPIs).
 - ii. Responsibilities documented in EOS procedures.
 - iii. The status the EOSMS and any deficiencies, resource issues, or challenges that are determined to be a risk to the successful management of the EOS mission at KSU.
 - iv. Resolutions of previously identified problems must be included in an annual report and carried forward to be addressed during the next scheduled review.
- 2) Every two years the EHS staff review EOS policy and strategic objectives and provide a written report on the status of each area.
- 3) For both annual and biannual reports, data, changes, trends, and information outlined below will be considered.
 - i. Legislative and regulatory changes.

- ii. Organizational changes.
- iii. Annual EOS-related accident and incident reports and data;
- iv. Findings and recommendations from internal or external audits.

4. University Safety Council

- a. Following the EHS departmental review, the University Safety Council makes its comments on reports. Comments may include concurrence with recommendations as well as additional recommendations.
- b. The director of EHS in consultation with the University Safety Council develops an action plan to address findings and recommendations in the report.

5. President's Cabinet

- a. The chair of the University Safety Council forwards the review to the President's Cabinet with commentary for its review.
- b. Based on comments provided by the President's Cabinet, the director of EHS is responsible for ensuring recommendations are acted upon and providing status reports as appropriate or directed.