

1. Purpose

This procedure describes how Kennesaw State University (KSU or the University) ensures effective and appropriate communication of Environmental and Occupational Safety (EOS) information to and from the University faculty, staff, students and other interested parties.

2. Scope

This procedure covers communications of EOS matters to and from internal stakeholders and applies to faculty, staff, students, contractors and other personnel at workplaces under the management or control of KSU.

3. Responsibilities

A. EHS Department

- i. Communicating EOS related information to the University community in a timely manner.
- ii. Reviewing this procedure annually and for making revisions as needed.

B. Academic departments and administrative units

Heads of academic departments and administrative units are responsible for the following:

- i. Ensuring that EOS information is made available and disseminated to all employees and students, as necessary.
- ii. Promptly communicating EOS related issues or concerns to the EHS Department.

C. Employee

KSU employees are responsible for communicating job hazards and work-related injuries or illnesses to their supervisors.

4. The Process

A. Communication from the EHS Department

- i. The EHS Department maintains a website where EOS policies, procedures, guidelines, forms and other information are posted. Faculty, students, administrators and staff all have access to the EHS website.
- ii. The EHS Department uses electronic mail (e-mail) to promptly communicate relevant information to the University community.
- iii. The EHS Director makes presentations to the President's Cabinet, University Safety Council (USC), shared governance bodies, departments and administrative units on particular EOS matters, and also meets with individual committees or groups within departments or units, whenever necessary.
- iv. The EHS department is represented and participates in all safety and EOS related compliance committees.
- v. The EHS staff, as part of their regular duties, meets in person, talk by telephone and communicate by email with individual faculty, students, administrators and staff as needed.

B. Communication from Academic Departments and Administrative Units to the EHS Department

- i. Academic departments and Administrative units further disseminate to employees and students within the department or unit information received from EHS.
- ii. Academic departments and administrative units submit necessary service requests to the EHS Department via emails at ehs@kennesaw.edu, telephone (470-578-3321) or through the EHS website at www.kennesaw.edu/ehs/.
- iii. Academic departments and administrative units are encouraged to regularly invite EHS staff to participate in their planning meetings to provide technical support.
- iv. Individual faculty, students, administrators and staff meets in person, talk by telephone and communicate by email with the EHS Department staff as needed. If a person is not sure of who to contact within the EHS Department, he or she can consult the EHS website at www.kennesaw.edu/ehs which lists EHS staff members and their respective areas of responsibilities, as well as the contact information for the EHS Director.

5. Review of Procedure

The EHS Department will review this procedure annually and make any necessary revisions.