



1. Purpose

This procedure defines responsibilities of Kennesaw State University (KSU) leadership, managers and 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:

- Create vision, enforce policy, set performance expectations, and ensure timely availability of resources that support KSU's environmental and occupational safety.
- 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.
- Review EOS-related assessment reports to assess and direct actions necessary to continually improve KSU's EOS 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:

- Ensures the use of EOS best practices within KSU units and laboratories to include meeting EOSMS objectives.

- Sets performance expectations, manages EOS risks, and ensures compliance with governing laws, regulation, and policies.
- Effectively implements KSU's EOSMS and its requirements within their respective units and laboratories.
- Incorporates EOSMS requirements and responsibilities into employee job descriptions and addresses performance related to the same.
- 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.
- Develops a process to maintain incident and illness prevention and environmental protection program within the unit.
- Ensures prompt reporting and appropriate investigations of incidents within the unit, in accordance with the *Incident Reporting and Investigations* procedure (EOSMS-108).
- 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 facilities and ensuring non-compliance items are corrected with follow-up and closure.
- Assesses the environmental and occupational safety impact of new processes and equipment and incorporates appropriate controls.
- Includes environmental and occupational safety performance when evaluating and selecting suppliers and contractors.
- Maintains and improves programs for occupational health, hazardous materials management, general safety, incident prevention, biological safety, and environmental compliance.

C. EHS Department Staff

EHS Department staff serve as the champion of the University's vision on EOS matters based on expertise and knowledge of EOS laws, regulations, policies, and best practices. They serve as the primary contact for all EOS matters both within KSU and with external organizations. The EHS Department's responsibilities are as follows:

- Lead the collaboration efforts on EOS initiatives among University constituents.
- Implement and maintain the EOSMS to include advising and training of management and employees on their responsibilities regarding the EOSMS.
- Monitor and report on compliance with governing health and safety policies, programs, and guidelines.
- Keep the KSU leadership and University Safety Council informed on EOS matters.

- Promote best practices, compliance-related activities, and initiatives that demonstrate KSU's commitment to environmental and occupational safety.
- Develop written processes and procedures to ensure individual and organizational compliance with environmental and occupational safety laws, regulations, policies, and guidelines.
- Ensure the timely investigation of incidents involving significant human harm, fatality, release of hazardous material, or significant damage to the environment.
- Recommend programs and actions for compliance.
- Develop effective management and control programs for occupational health, hazardous materials, laboratory safety, general safety, incident prevention, biological safety, radiation safety, and environmental compliance.
- Provide guidance and technical assistance to University supervisors and managers in identifying, evaluating, and correcting health and safety hazards.
- Develop and provide training and materials assistance to ensure safe and healthful work practices.
- Monitor and track safety training requirement across the University and submit regular reports to the University Safety Council.
- Conduct analyses of occupational incidents and injuries for trends and ensure effective control.
- Note instances of noncompliance and recommend improvements of the EOSMS.

D. Insurance and Risk Management

Insurance and Risk Management staff:

- Manage University's insurance programs, including procurement and maintenance of insurance products/services and establishment of processes to capture and maintain records of insurance policies, claims, and loss experience.
- Provide guidance and technical assistance to University departments, University-affiliated entities, and student organizations on insurance and risk management matters.
- Working with other departments, administer the University loss control program and manage the claims process to ensure claims are appropriately recorded and settled fairly, consistently, and in the best interest of the University.
- Participate in risk assessment and evaluate the financial impact of loss to the University, employees, students, or the public.
- Participate in the review of major contracts, proposed facilities, and/or new program activities for loss and insurance implications.

E. Principal Investigator (PI) and Instructor

The principal investigator or instructor:

- Ensures compliance with EOS policy, regulations, procedures, and best practices in the laboratory and learning environment.
- Conducts assessments, establishes written procedures and controls, and ensures personal protective equipment (PPE) is provided for safe laboratory work environment.
- 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.
- Ensures the completion of required EOS inspections and resolution of issues or recommendations associated with those inspections.
- Attends required EOS training and assures that all laboratory personnel under their supervision are trained.
- Reports EOS-related injuries and incidents in a timely manner.
- Conducts investigations that includes actions that will prevent similar injuries or incidents.

F. Supervisors

Individuals responsible for supervising PIs and instructors:

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

G. Laboratory Personnel, Teaching/Research Assistants

Laboratory personnel and teaching/research assistants:

- Conduct activities in compliance with all applicable EOS federal, state, and local

regulations, and KSU policies and procedures.

- Assist the principal investigator/instructor or laboratory supervisor/laboratory coordinator with EOS matters.

H. Employees

Employees must:

- Comply with KSU's EOS policy and all other environmental health and occupational safety practices, programs, and procedures.
- Successfully complete required EOS training.
- Participate in the EOSMS by reporting incidents or near misses, attending health and safety meetings, reporting problems, and recommending improvements, and other related activities.
- Inform a supervisor or instructor of any safety hazards or system deficiencies in the workplace.
- Promptly report all incidents and injuries relating to the job duties.

I. Third Parties, Contractors, and Visitors

Each third party, contractor, or visitor on University-controlled property or participating in University activities must:

- Comply with the KSU's EOS policy and all other health and safety practices, programs, and procedures.
- 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.
- Ensure the safety of their employees.
- Ensure that all operations comply with federal, state, and local regulations.
- When required, submit to KSU, or its representative, documents and records relating to workplace safety and compliance, which may include safety plans; incident reports; permits, licenses, and certifications; training records; inspection records; waste manifest; safety data sheets (SDSs); and records of regulatory citations.

4. Committees and Councils

A. University Safety Council

The role of the KSU University 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 KSU Safety Council's responsibilities are:

- Facilitate cooperation between management, faculty, staff, and students in ensuring a systematic approach to managing EOS risks and ensuring compliance.
- Review, evaluate, and make recommendations concerning the University EOSMS and monitor its implementation.
- 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.
- 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.
- Provide relevant information to enable members of the University community to direct complaints and recommendations on safety matters to appropriate committees or administrative offices.
- Serve as a resource to the President on matters of safety and oversee implementation of 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:

- Assist in identifying hazards, risks, control measures, and participate in the implementation of identified control measures.
- 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.
- Listen and evaluate employees' safety suggestions and concerns and serve as a good example for safety.