



## **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**

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

## **4. Procedure**

### **A. Developing the Environmental and Occupational Safety Plan**

- The EHS Department develops a draft of the University's EOS plan, taking into consideration:
  - The University's EOS legal requirements.
  - EOS hazards, risks, and significant environmental aspects.
  - The University's operational and business requirements.
- The EOS plan objectives and targets must be consistent with the University's EOS policy, be measurable and seek continuous improvement of EOS performance.
- The EHS Director publishes the draft of the new or altered plan for consultation with those responsible for drafting or reviewing EOS policies and procedures to ensure consistency with the University's governing requirements.
- The EHS Director reviews feedback and submits the final draft to the University Safety Council (USC) for review and approval.
- The final draft is endorsed by the University's Vice-President of Administration.
- The EHS Director monitors progress against the objectives and targets and reports on progress annually to the USC.

## **B. Environmental and Occupational Safety Plans Developed by KSU Units**

KSU units may develop unit-specific EOS management plans that are consistent with the University's EOS policy. 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.

Unit Heads ensure that, where practicable, the Unit's objectives and targets are measurable and seek continuous improvement. Unit Heads monitor progress against the objectives and targets of the Unit's plan and reports on progress annually to the EHS Director.

## **C. Environmental and Occupational Safety Plans, Goals and Objectives**

Annually, the EHS Director and staff conduct a review of the plan and prepare a written report, for presentation to the USC, 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 Environmental and Occupational Safety Procedure**

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