



**ENVIRONMENTAL HEALTH &
SAFETY**

POLICY & PROCEDURE #1

TITLE

ENVIRONMENTAL HEALTH & SAFETY STAFF MEETINGS

OBJECTIVE & PURPOSE

To improve communication, direction, and continuity within the Program areas of EH&S, the Division, and campuses of FAU. Topics may include:

- a. Legislative actions, new regulations
- b. University goals and campus Master Plans
- c. Budget, current status, fiscal and future
- d. Goals, short, medium, and long term specific and departmental
- e. Emergencies, inspections, surveys, violations, accidents and incidents
- f. Program reports, problems, equipment and staffing requirements
- g. Staff schedules, vacations and emergency leave
- h. Staff development, training, seminar synopsis, new protocols

RESPONSIBILITY

ACTION

DIRECTOR

- ◆ Establish Staff Meeting Schedule
- ◆ Staff meetings are held on the first and third Tuesdays of each month at 9:30 a.m.
- ◆ The first Tuesday is for all department staff. The third Tuesday is for Supervisors and Coordinators.
- ◆ Additional staff meetings are held on an as needed basis.
- ◆ Prepare agenda

ASSISTANT DIRECTOR

- ◆ Perform Director's duties during absence

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| Issued By: Bradley | Date Issued: 4/2001 | Date Revised: 12/2010 | Effective Date: 3/2009 |
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| APPROVED: | Vice President | Associate V.P. | Director |