



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 Mondays of each month at 9:00 a.m.
- ◆ The first Monday is for all department staff. The third Monday 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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APPROVED:	Vice President	Assistant V.P.	Director