



<b>SUBJECT:</b> UNIVERSITY ENVIRONMENTAL HEALTH AND SAFETY	<b>Effective Date:</b> 7-3-12	<b>Policy Number:</b> 4.1.2	
	<b>Supersedes:</b> Presidential Memorandum #85	<b>Page</b> 1	<b>Of</b> 6
	<b>Responsible Authorities:</b> Vice President, Facilities Director, Environmental Health & Safety		

**APPLICABILITY/ACCOUNTABILITY:**

Safety is everyone's concern and responsibility at Florida Atlantic University; thus, this policy applies to all members of the university community, including all faculty, staff, students, volunteers, contractors, and visitors at FAU.

**POLICY STATEMENT:**

It is the policy of FAU to provide and ensure a safe and healthy environment for the university community by constantly maintaining effective safety programs. In fulfilling its mission as a public research university, the greatest responsibilities of FAU are to protect the health and safety of its people, preserve its physical assets, and protect the environment. It is also university policy to comply with all applicable health, safety, and environmental protection laws, regulations and requirements. In the absence of specific regulatory mandates for particular situations, best management safety practices shall be followed.

The university's goal is to prevent all workplace injuries and illnesses, property losses or damage, and adverse environmental impacts. Achieving this goal is the responsibility of every member of the university community.

University administration and management shall sponsor and support all safety procedures, training, and hazard elimination practices. Environmental Health and Safety (EH&S) shall identify applicable regulatory requirements, develop and implement corresponding compliance programs, provide consultative technical and compliance support to departments, and develop and provide necessary safety training programs. EH&S shall post compliance programs,

including, policies, procedures, safety manuals, training programs, and other safety requirements on the [EH&S web site](#). All applicable materials posted on the EH&S web site are incorporated into this policy by reference. Additionally, EH&S will continually assess overall compliance effectiveness and develop revisions to compliance programs, procedures, and training programs as warranted.

Each person in an administrative, management or supervisory capacity is responsible for the provision and maintenance of safe working conditions in their respective areas and for dissemination and enforcement of all applicable rules and regulations. Each member of the university community is personally responsible to know and comply with safety rules and to use the proper safety equipment and/or personal protective equipment provided to them when required. All safety hazards, accidents, and failures to comply with policies, rules and regulations shall be reported to supervisory personnel and to EH&S. In implementing this policy, the participation and assistance of each member of the university community is required and appreciated.

#### **DEFINITIONS:**

*Administration:* President, Provost, Senior Vice Presidents, Vice Presidents.

*Management:* Associate/Assistant Vice Presidents, Associate/Assistant Provosts, Deans, Directors, Department Chairs.

*Supervisor:* An individual who assigns or oversees work tasks of faculty, staff, volunteers, or students and ensures the work is carried out correctly. For the purposes of this Policy, a supervisor does not necessarily need to have the responsibility to conduct performance evaluations or participate in any other personnel functions. For the purposes of implementing this policy, faculty/instructors are supervisors of students and Deans/Department Chairs are supervisors of faculty/instructors.

#### **PROCEDURES:**

1. The President has established a University Safety Committee governed by the University Safety Committee Charter, which is hereby incorporated by reference. The Safety Committee will meet quarterly and more often if deemed necessary.

2. Supervisors shall ensure that their employees are informed of the hazards associated with their job assignments, trained on and use the corresponding safe work practices for those hazards including (but not limited to) the selection and use of personal protective equipment, and know how to respond in case of an emergency.

3. EH&S will conduct regular, periodic facility and equipment inspections; investigate work-related employee accidents, injuries and illnesses; investigate non-work related accidents and injuries involving students and visitors on FAU owned or operated property; make recommendations for corrections or improvements; and promote increased safety awareness by regularly communicating accident prevention goals and objectives to all members of the university community.

4. All members of the university community are encouraged to make use of the University's safety hazard and near miss/close call reporting forms. These forms are available on the [EH&S web site](#). All reports received will be investigated and corrective actions taken as appropriate.

5. Management and supervisory personnel shall immediately address any safety-related deficiencies brought to their attention, and shall consult with EH&S if assistance in correcting a deficiency is needed.

6. Employees shall immediately report any work-related accident, injury or illness to their supervisors. Employees and supervisors shall complete the appropriate accident, injury, and illness forms as soon as possible and forward copies to Human Resources and EH&S. Supervisors in consultation with EH&S shall investigate all work-related accidents, injuries, and illnesses to determine cause and to take actions to prevent recurrence.

7. Students shall immediately report any classroom/coursework or housing related accident, injury or illness to their instructor or housing official. Instructors and housing officials shall follow their department's procedures for reporting student accidents, injuries and illnesses.

8. University employees who are notified of an accident, injury or illness involving a visitor shall contact University Police for assistance.

9. Human Resources, University Risk Manager, General Counsel's Office, and EH&S shall communicate and meet as necessary to review accident, injury, and illness reports, safety hazard reports, near-miss reports, and Workers' Compensation claims data to determine trends and develop targeted actions to reduce accidents, injuries, and other losses resulting from those trends. Summaries of reports and claims data will be shared with the University Safety Committee so the committee may assist in implementing any necessary policy and procedural changes.

10. Human Resources will actively promote and implement a return to work program, ensuring that supervisors return employees with work-related injuries or illnesses to work as soon as the clinician provides the injured worker's functional restrictions and limitations. Managers and Supervisors will collaborate with the Human Resources Workers' Compensation Coordinator to develop and offer meaningful alternate and modified duty tasks to employees with work-related injuries or illnesses.

**RELATED DOCUMENTS:**

(1) University Safety Committee Charter

**INITIATING AUTHORITY:** Vice President for Facilities and University Architect

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number: 4.1.2

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Tom Donaudy

*Policies and Procedures*

*Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Elizabeth Rubin

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: M.J. Saunders

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Executed signature pages are available in the Office of the General Counsel

# University Safety Committee Charter

## **Introduction**

The University Safety Committee (USC) is tasked by the President of Florida Atlantic University, to protect the health and safety of all students, faculty, staff, visitors and the environment, and to comply with all applicable local, state, and federal regulations.

This charter outlines the Committee's purpose, membership, details how its role will be fulfilled, and reporting requirements.

## **Purpose**

The purpose of the Committee is to provide a forum for the University Community to identify and to resolve safety-related issues. Furthermore, the Committee will identify, analyze, propose solutions to hazardous situations, and subsequently advise Environmental Health & Safety (EH&S) and Administration of its findings and recommendations. The Committee shall encourage comments from anyone concerning safety issues relating to FAU operations.

## **Membership/Terms**

The Committee is comprised of individuals representing the major components of the University. These individuals will be appointed by the President every two years, and the President may request recommendations from the Chair or appropriate Vice Presidents. The individuals recommended and appointed should have the expertise in and the ability to communicate information in their respective areas. Other representatives may be appointed by the President and Chair, as necessary.

The Vice President for Facilities shall Chair the committee. Any vacancies that occur will be filled with recommendations from the Committee to the President for approval. All members of the President's Senior Staff will serve as ex-officio members of the Committee. At a minimum, membership will include a representative from the following areas:

### **Administration**

President	VP Research & Dean, Graduate College
Provost	VP Strategic Planning & Information Technology
VP Community Engagement	General Counsel
VP Facilities & University Architect	VP Student Affairs
VP Finance and Administration	

### **Specialty Areas**

Athletics	Housing and Residential Life
Broward Campuses	Northern Campuses
Colleges – 2 Deans	Student Government
Environmental Health and Safety	University Police
Faculty Senate	University Risk Management
Harbor Branch Oceanographic Institute	

## **Meetings**

The Committee shall meet at least quarterly and more often if deemed necessary by the Chair, Committee's members, or a member of University Administration. The presence of six members of the USC shall constitute a quorum. Although agenda items will normally be developed by the Chair, Committee Members, the University Administration, or EH&S, any individual within the University Community may bring safety matters to the attention of the USC through a member of the Committee.

## **Responsibilities/Reporting**

The Committee is responsible for:

- 1) Educating the University Community, with EH&S assistance, in basic safety procedures and applicable safety regulations by offering training programs, providing a safety presence on FAU campuses, and by informal daily interactions.
- 2) Reviewing and updating workplace safety rules based on accident investigations, inspections, complaints, and local, state, and federal regulations.
- 3) Reviewing, appraising and identifying opportunities to improve the effectiveness and regulatory compliance of the safety program.
- 4) Assisting EH&S staff in safety training, inspections, audits, record keeping and other safety activities as needed.
- 5) Terminating any activity for the purpose of averting imminent danger, in the absence of a safety professional or Administration. (Such actions should be undertaken by two or more committee members working in conjunction whenever possible)
- 6) Reviewing results of regulatory agency inspections and assisting in correction of any noted violations.

Committee minutes and safety updates will be emailed to the committee members. Faculty, Staff, and Students will be informed of safety updates by email, routing, or postings to the University Website or MyFAU.

## **Provision for Amendment**

The Chair or Committee members may submit recommendations for the amendment of this charter. Minor changes to the Charter shall require a three-fourth majority vote of the committee. A major change, such as the basic purpose of the Committee, shall require a majority vote and the signature from the establishing authority.