



Environmental Health & Safety Policy & Procedure #1

TITLE

Environmental Health & Safety Staff Meetings

OBJECTIVE AND 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

EH&S Director

- ◆ Establish Staff Meeting Schedule
- ◆ Staff meetings are held on the second and fourth Wednesdays of each month at 2 p.m.
- ◆ The second Wednesday is for all department staff. The fourth Wednesday is for Supervisors, Coordinators, and Program Managers
- ◆ Additional staff meetings are held on an as needed basis
- ◆ Prepare agenda

Associate/Asst. Director

- ◆ Perform Director's duties during absence

Issued By: Bradley	Date Issued: 4/2001	Date Revised: 9/16/2013	Effective Date: 4/2001
APPROVED:	Vice President	Associate V.P.	Director