

## Program Statement

It is the intent of the University of North Alabama:

- To provide for employee safety, to assure safe operation of University facilities, and to comply with applicable environmental health and safety regulations.
- To provide employees with a safe place to work, free from recognized hazards that are likely to cause death, serious injury, or illness.
- To develop, operate, and maintain the University facilities in a manner calculated to protect the health and safety of the public, prevent damage to property, minimize adverse effects upon the environment, and preserve effective community relations, regarding environmental health and safety matters.
- To adhere to generally recognized and accepted standards of performance in the areas of environmental health and safety.
- To ensure the provision of appropriate safety equipment.
- To ensure training of employees who may work with toxic or hazardous materials.

## Goals

The Environmental Health and Safety Program of the University of North Alabama has the following goals:

- Reduce the risk of exposure to hazardous materials, physical and biological agents, and stressful conditions to the lowest level practically attainable.
- Provide safe, healthful and stress controlled working conditions.
- Protect the environment.

## Objectives

Objectives defined to meet the program goals:

- Anticipate and detect the presence of workplace hazards by periodic hazard analysis.
- Determine the magnitude of workplace risks by the use of proper evaluation techniques, and compare to accepted standards to determine acceptable levels of risk.
- Control risks when the level of risk detected is unacceptable.
- Minimize hazardous waste generation and dispose of these wastes in an environmentally compliant manner.

## Responsibilities

### President of the University

- Establish the program statement for environmental health and safety.
- Designate institutional responsibility for the Environmental Health and Safety Program and promote effective administration of the program.
- Review the University Environmental Health and Safety Program and guidelines proposed by the Safety and Emergency Preparedness Committee, propose necessary and appropriate changes, and recommend the changes for approval to the Board of Trustees when warranted.
- Communicate responsibility so that Vice Presidents, Deans, Department Chairs, Laboratory Directors, Faculty, Supervisors, and other personnel know what performance is expected from them in relation to environmental health and safety.
- Through the chain of administrative responsibility hold Vice Presidents, Deans, Department Heads, Faculty, Supervisors and other personnel accountable for meeting their responsibilities for environmental health and safety.

### Safety and Emergency Preparedness Committee

The Safety and Emergency Preparedness Committee is composed of a cross section of campus faculty and staff whose duties include the following:

- To serve as an advisory committee on the University's emergency/disaster preparedness and other safety and health matters.
- To continually review the University's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
- To develop and edit the University's Environmental Health and Safety Manual.
- To gather information about the University's emergency/disaster preparedness plans and on other allied safety and health matters and assess University performance in these areas in light of the information obtained.
- To propose changes in the University's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.
- To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations".
- To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC.

### Director of Environmental Health and Safety

- Propose guidelines on environmental health and safety for approval of the Safety and Emergency Preparedness Committee.
- Advise and assist the Safety and Emergency Preparedness Committee and personnel on environmental health and safety matters.
- Conduct periodic activities required by the Environmental Health and Safety Program.
- Assist in or coordinate the selection, fitting, and proper use of protective equipment.
- At the request of the Assistant Vice President for Facilities Administration and Planning and/or his/her designee, review projects and work orders concerning environmental health and safety.
- Advise the Assistant Vice President for Facilities Administration and Planning and/or his/her designee, on the evaluation of contractor environmental health and safety qualifications and performance.
- Conduct or coordinate environmental health and safety training for University personnel.
- Coordinate the development of employee environmental health and safety training programs.
- Inform other employers engaged in services to the University about environmental health and safety requirements.

### Supervisors

A supervisor may be a vice president, dean, department chair, faculty, administrator, or any other faculty or staff person who is in charge of one or more employees at a University facility. It is the responsibility of supervisors to:

- Enforce environmental health and safety policies and procedures established by the University Environmental Health and Safety Program.
- Analyze potential hazards and institute specific and appropriate environmental health and safety procedures and practices.
- Inform personnel of the hazards involved in the conduction of their tasks and the necessary safety practices that must be followed.
- When needed, contact the Director of Environmental Health and Safety for assistance on hazard analysis, environmental health and safety training, or selection of personal protective equipment.

### Employees and Students

- Conduct their work in accordance with established environmental health and safety procedures and avoid unnecessary risk-taking behavior.
- Wear personal protective equipment as prescribed by appropriate University personnel.
- Report unsafe conditions and practices to their supervisors and instructors.
- Communicate suggestions to improve environmental health and safety and matters to the appropriate University personnel.
- Avoid behavior that may endanger themselves or others.
- Report injuries and near misses to appropriate University personnel as soon as they occur.

### Worksite Analysis

#### Activities with similar risks

Activities conducted at the University of North Alabama with possible common safety and/or occupational health concerns can be broadly classified into the following classes:

- Laboratory and research activities
- Library, offices, and classroom activities
- Maintenance work activities
- Custodial activities
- Environmental compliance

See Appendix A of this chapter for the list of possible safety regulations that apply to each of these activities.

- General safety procedures and guidelines for these activities can be found in the Environmental Health and Safety Manual.
- Supervisors will develop specific environmental health and safety procedures and guidelines to address the particular hazards involved in the activities conducted under their supervision.
- Procedures given in the Environmental Health and Safety Manual can be used as a model.
- The Director of Environmental Health and Safety can assist in the development of specific plans.

- Specific methods must take into consideration those hazards detected in a preliminary evaluation or analysis.

### On-site Work Hazard Analysis Guidelines

On-site work hazard analysis involves the following actions:

- Conduct comprehensive baseline worksite surveys and periodic comprehensive update surveys.
- Analyze hazards of new processes, materials, and equipment.
- Analyze hazards of habitual jobs.
- Conduct regular environmental health and safety inspections to detect new or previously missed hazards.
- Promote and encourage all personnel to notify supervisors of conditions that appear hazardous for appropriate follow-up.
- Provide for investigation of accidents and near-miss incidents, so their causes and means for their prevention are identified.
- Analyze injury and illness trends over time, so that patterns with common causes can be identified and prevented.

### Program Activities

#### Inspections

- Inspections to detect safety and health hazards will be conducted periodically. The frequency of these inspections will be based on the nature of the operation and requirements established in the Environmental, Health and Safety Manual.
- A comprehensive inspection will occur at least once every three years and will be conducted or coordinated by the Director of Environmental Health and Safety.

#### Safety Evaluations

- All operations that may expose personnel to chemical, physical, or biological agents above the established occupational limits will be evaluated.
- For those agents with established action levels, a medical surveillance program shall be established whenever personal exposures exceed this level.
- Whenever personal occupational exposures exceed guidelines such as the American Conference of Governmental Industrial Hygienists Threshold Limit Values (ACGIH-TLV) or the OSHA Permissible Exposure Limits (OSHA-PEL), hazard control shall be implemented. The lower guideline will be the preferred exposure limit.

- Performance of engineering controls and any other protective devices shall be evaluated periodically to assure proper performance.

### Control

- Supervisors in consultation with the Director of Environmental Health and Safety will determine the most suitable means of control for the hazards detected during inspections and evaluations.
- If a hazard cannot be eliminated, the primary option for hazard control is engineering controls; the next acceptable option is safe work practices. If these methods are not feasible, or they do not provide the desired level of protection, then personal protection will be required.
- When designing engineering controls, performance parameters shall be quantitatively defined. These parameters shall be evaluated upon completion of the project and henceforth, to assure that the required level of protection is maintained.

### Training

- Training will be conducted to meet requirements of content, frequency, and proficiency as defined in the Environmental Health and Safety Manual.
- Additional training will be considered when a deviation from acceptable standard procedures is observed, or when the cause of accidents and incidents shows a trend that can be attributed to poor performance in work practices.

### Accident-Incident Investigation

Investigation of all accidents and incidents will be initiated by the injured/affected employee's supervisor with the help of the Director of Environmental Health and Safety, if requested. The investigation will be documented in a written report describing accident characteristics, type of injuries, mechanisms of failure and corrective actions. A deliberate effort shall be made to fully understand the cause of every accident/incident so that these events are not repeated and effective corrective actions are implemented.

### Program Evaluation

The Environmental Health and Safety program will be evaluated annually. The following indicators may be used in this evaluation:

- Activities such as inspections, evaluations, training sessions, etc. performed during the year.
- Assessment by means of a questionnaire, Appendix B of this chapter.

The review of these indicators will be used by the Safety and Emergency Preparedness Committee to determine if the Environmental Health and Safety Manual and/or program should be revised and to what extent. The Committee's report will be forward to the President.

## APPENDIX A

## REGULATIONS THAT APPLY TO DIFFERENT ACTIVITIES AT THE UNIVERSITY OF NORTH ALABAMA

Laboratory and research activities

- Chemical Hygiene Plan
- Control of Hazardous Energy
- Hazard Communication
- Hazardous Waste Management
- Means of Egress
- Personal Protective Equipment

Library, offices and classroom activities

- Hazard Communication
- Hazardous Waste Management
- Means of Egress

Custodial Activities

- Personal Protective Equipment
- Hazard Communication
- Occupational Exposure to Bloodborne Pathogens
- Hazardous Waste Management
- Means of Egress

Maintenance work activities

- Control of Hazardous Energy
- Hazard Communication
- Hazardous Waste Management
- Means of Egress
- Occupational Exposure to Bloodborne Pathogens
- Permit-Required Confined Spaces
- Personal Protective Equipment
- Walking and Working Surfaces
- Contractor Safety Management
- Use of Powered Industrial Trucks

Environmental compliance

- Hazard Communication
- Hazardous Waste Management



Appendix B

Environmental Health and Safety Manual Survey

Please report on your experience in the last 12 months.

The Environmental Health And Safety Manual provides adequate information:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. That reduces the risk of exposure to hazardous material, physical and biological agents and stressful conditions to the lowest level practically attainable.	5	4	3	2	1
2. To improve the overall safety and health of the campus community.	5	4	3	2	1
3. To implement and improve processes that protect the environment.	5	4	3	2	1
4. To educate the campus community about fire safety and its importance.	5	4	3	2	1
5. To educate the campus community about emergency preparedness and its importance.	5	4	3	2	1