



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 9.0301

DIVISION: Campus Services & Facilities

TITLE: Environment, Health & Safety Policy

DATE: January 30, 2012

REVISED: June 18, 2012

Authorized by: Administrative Council

### **I. Purpose and Scope**

The purpose of this policy is to ensure Western Kentucky University's compliance with environmental health and safety laws and regulations, and to promote a culture of environmental stewardship and social responsibility.

This policy applies to all Western Kentucky University faculty, staff, students, and visitors.

### **II. Policy**

- A.** Western Kentucky University will work to provide a safe and healthful campus community for its faculty, staff, students, and visitors. To that end, the University is committed to compliance with laws and regulations related to the environment, health, and safety.
- B.** The University will integrate environmental stewardship and safety practices into all campus activities, including education, research, administration, and operations.
- C.** Employees and students who report incidents or who raise questions or concerns about the University's environmental and safety procedures will not be penalized by WKU.

### **III. Procedure**

- A.** WKU is responsible for ensuring that it complies with all federal and state environmental health and safety regulations and campus environmental health and safety policies.

- B.** Senior Divisional Officers, Deans, Directors, Department/Unit Heads, principal investigators, and supervisors are responsible for:
1. Establishing and maintaining programs, practices, and procedures to ensure safe working and living environments for staff, faculty, students, and visitors;
  2. Assuring that required recordkeeping and documentation duties are performed, and submitting records to the Department of Environment, Health and Safety (EH&S) in a timely manner;
  3. Assuring that required equipment and personal protective devices are provided and utilized;
  4. Providing safety, health and environmental training; and
  5. Requesting technical assistance from the Department of Environment, Health and Safety as needed or desired to ensure a safe and healthful environment.
- C.** EH&S is charged with:
1. Providing guidance and consultation to the campus community in matters of environmental protection, health and safety, and in the interpretation of laws, regulations, codes, and standards; developing environmental health and safety plans, programs and procedures necessary to address both regulatory compliance and identified risks;
  2. Preparing periodic reports as required by regulatory permits; and
  3. Serving upon request as a technical consultant with departments to assist in development of departmental specific programs and procedures.
- D.** EH&S will provide technical assistance in identifying and evaluating existing or potential health and safety hazards. Assistance can be provided through consultations and applicable rule interpretations (regulations, law, and code). Inspections may be routine or at the request of a department, and the results will be reported to the appropriate personnel.
- E.** EH&S will represent WKU and be the primary contact with any regulatory agencies such as Occupational Safety & Health Administration, State Fire Marshal, Kentucky Department of Environmental Protection, US Environmental Protection Agency, Nuclear Regulatory Commission, Bowling Green Municipal Utilities, etc. EH&S must be contacted and allowed to accompany inspectors from such agencies when they are inspecting WKU campuses and related property.
- F.** WKU employees will adhere to environmental health and safety regulatory requirements and WKU policies that are applicable to their own actions and conduct. WKU employees will not interfere with another person's use of safety devices or safe work practices.

#### **IV. Reason for Revision**

Minor edits and reformat to comply with Policy on Policies

