



Policy Title	Environmental and Occupational Safety Policy
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Responsible Office	Office of the Associate Vice President for Operations
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1. Policy Purpose Statement

The purpose of this policy is to fulfill the Environmental and Occupational Safety (EOS) requirements as outlined by the Board of Regents (BOR) of the University System of Georgia (USG) policy; establish a University Safety Council; and designate EOS compliance leadership at Kennesaw State University (KSU or the University).

2. Background

KSU is committed to providing and maintaining a safe teaching, learning, living, and working environment for all members of its community and to minimize the University's impact on the environment. BOR policy requires that each institution shall, at minimum, comply with applicable environmental and occupational safety laws and regulations, and shall designate a key member of its administrative leadership team to oversee EOS compliance.

The Environmental Health and Safety Department (EHS) is KSU's source of expertise and assistance on this topic and continuously works to keep KSU in compliance with applicable federal, state, and local environmental health and safety laws, rules, and regulations. A key part of this effort relies upon KSU faculty, staff, students, and others to be attentive to environmental and safety matters such as complying with policy, completing required training, and reporting activity that may be harmful to persons or the environment of KSU. KSU supervisors are responsible for oversight of personnel and resources in order to effectively minimize risks and manage the impact on university operations.

3. Scope (Who is Affected)

KSU employees, students, and third parties, which include but are not limited to guests, vendors, contractors, retirees, and alumni are affected by this policy.

4. Exclusions or Exceptions

There are no exclusions or exceptions to this policy.

5. Definitions and Acronyms

Environmental and Occupational Safety (EOS): includes all aspects of environmental health and safety in the workplace with a strong focus on primary prevention of hazards.

Environmental and Occupational Safety Management System (EOSMS): the KSU institution-wide framework that provides a systematic approach to managing EHS risks and ensuring compliance.

University Safety Council: a university-wide standing committee comprising chairpersons of various EOS-related compliance committees and representatives from academic, administrative, and support units.

6. Policy

The University president hereby establishes the KSU University Safety Council (the Council) to provide guidance and recommendations on EOS policy, procedures, best practices, and activities for the University. The University president designates the vice president of Operations/chief business officer (VPO/CBO) to oversee EOS compliance at KSU. The VPO/CBO further designates leadership of the Council and management of EOS compliance to the associate vice president for Operations. The associate vice president for Operations is designated to serve in an ongoing capacity as the chairperson for the Council.

Procedures

KSU procedures related to this policy are guided by the Council, with EHS having functional responsibility for maintaining policy, procedures, best practices, and systems for the University related to this policy. EHS procedures are maintained on the KSU EHS website (see link provided below under Section 8: Associated Procedures).

EHS maintains the Environmental and Occupational Safety Management System (EOSMS), which provides a systematic approach to managing EOS risks and ensuring compliance. The EOSMS supports implementation of this policy by providing a mechanism to achieve the following objectives:

- a. Define, document, and communicate clear EOS responsibilities to identify hazards, manage risks, ensure training, prevent incidents, and improve work practices.
- b. Identify and manage environmental and occupational safety risks through the systematic identification of hazards, evaluation of their risks, and timely implementation of effective control measures.
- c. Identify and maintain compliance with applicable environmental and occupational safety laws, regulations, and governing policies.
- d. Ensure hazards and incidents are promptly reported and investigated, and control measures are implemented to eliminate or minimize the risk of recurrence.
- e. Identify EOS training requirements, provide training at the appropriate frequency, track completion, and ensure that training and procedures are implemented consistently and appropriately at all levels of the University.
- f. Develop and maintain an effective consultative and participatory process through various safety committees and the University Safety Council to ensure KSU personnel are appropriately involved in matters concerning environmental health and safety.
- g. Maintain physical infrastructure, including buildings, maintenance, and equipment such that environmental and occupational safety are a primary consideration.
- h. Ensure continuous improvement by maintaining and monitoring progress toward measurable objectives and targets outlined in the EOSMS.

7. Associated Policies/Regulations

- a. [BOR Policy Manual, 7.15 Risk Management Policy](#)
- b. [BOR Policy Manual, 7.16 Compliance Policy](#)
- c. [BOR Policy Manual, 9.12.4 Environmental and Occupational Safety Policy](#)

8. Procedures Associated with this Policy

- a. [KSU EHS Procedures](#)

9. Forms Associated with this Policy

- a. [KSU EHS Forms](#)

10. Violations

Individuals in violation of this policy are subject to a range of sanctions, including but not limited to disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Environmental and Occupational Safety Policy and related procedures are reviewed annually by the EHS Director in consultation with the University Safety Council.