
ENVIRONMENTAL HEALTH AND SAFETY

PURPOSE: To establish the scope and nature of the University's responsibility and commitment to provide a safe and healthful environment for the University community.

I. Introduction

- A. Boise State University is committed to the provision and maintenance of healthful and safe conditions and practices for employees, students and visitors. Therefore, the objective of the University is to maintain compliance with relevant statutes and regulations of regulatory authorities pertaining to environmental health and safety; ensure that environmental protection, safety and accident prevention are integral parts of planning, operations and activities; and promote awareness and application of safe work practices through education, job training and implementation of environmental health and safety programs.
- B. Managers and supervisors at all levels of the University are directly accountable for environmental health and safety within the units for which they are administratively responsible. However, certain organizations are established within the University to develop and enforce specific safety and health programs, to interface with regulatory agencies and to provide technical consultation to managers.

II. Responsibilities

- A. The University Administration shall:
 - 1. provide the leadership and management support to ensure a safe and healthful work environment;
 - 2. allocate sufficient resources for effective and compliant environmental health and safety programs and facilities; and
 - 3. support, monitor and evaluate the effectiveness of environmental health and safety programs.
- B. Managers and Supervisors shall:
 - 1. plan and execute all activities in a manner that promotes compliance with University safety policy;
 - 2. ensure that all employees are given adequate direction and training in the safe performance of their work and that the work is performed without undue risk;
 - 3. ensure that work areas are regularly inspected to prevent the development of unsafe conditions or practices;
 - 4. report substandard conditions or practices as necessary and correct such conditions where it is within their authority and capability to do so;
 - 5. ensure that all accidents are reported and investigated and take action to prevent recurrence; and

6. require those who do business with the University to perform their work in a manner that protects the University from unnecessary environmental and safety risks.

C. Employees shall:

1. implement safe work practices and comply with all environmental health and safety rules and procedures established for their work areas;
2. promptly report hazardous equipment, conditions, procedures or behavior to a supervisor, make suggestions for correction or take corrective action where authorized;
3. immediately report to a supervisor any work-related accident, injury or illness and obtain medical treatment, if necessary, without delay;
4. wear or use prescribed safety equipment; and
5. refrain from operating equipment without proper instruction and authorization.

III. University Environmental Health and Safety Organizations

A. Risk Management Committee

Along with other duties, the University Safety and Loss Control Committee serves as the primary source of leadership and policy guidance on matters pertaining to environmental health and safety (refer also to [Policy 9130](#)). The Committee is responsible for:

1. providing a forum for addressing issues affecting the safety and health of faculty, staff, students and campus visitors;
2. identifying resources necessary to properly implement environmental health and safety programs;
3. developing and recommending environmental health and safety policy for adoption by the University Administration;
4. recommending and evaluating environmental health and safety programs;
5. reviewing the safety performance of various units of the University; and
6. reporting environmental health and safety conditions and status of regulatory compliance to the Administration;

B. Campus Environmental Health and Safety Office

Along with other duties, the Campus Environmental Health and Safety (EHS) Office provides technical, regulatory and management services to all colleges and departments with respect to occupational and environmental health and safety issues affecting the University. The Campus EHS office directs and has the authority to develop and implements campus-wide programs in these areas of responsibility. Further, the Campus EHS Office may identify the need for specific programs to be implemented by individual University departments. While those departments will then be responsible for development of the programs, the EHS staff will provide planning templates, training, and other assistance.

Through its various units, the Campus EHS office develops, implements and where applicable, directs programs and training in areas including but not limited to the following:

1. Facility safety
2. Hazardous waste management

3. Biological hazard management
4. Radiation (non-ionizing and ionizing) safety
5. Environmental protection (air and water quality)
6. Industrial (occupational) hygiene and workplace safety including:
 - a) Epidemiological investigations
 - b) Building indoor air quality
 - c) Asbestos identification, sampling, operations and maintenance
 - d) Noise analysis and hearing conservation
 - e) Blood-borne pathogen exposure control
 - f) Confined space entry
 - g) Fire prevention
 - h) Chemical hazard communication and laboratory chemical hygiene
 - i) Ergonomic evaluations
 - j) Fall protection - use and maintenance of ladders, powered lift equipment and personal fall arrest equipment and devices
 - k) Machine and equipment guarding
 - l) Electrical hazards and electrocution prevention
 - m) Hazardous energy control (lock-out/tag-out)
 - n) Campus construction project hazards
 - o) Personal protective equipment assessment

The Department of Risk Management and Audit Services employs the Campus Environmental Health and Safety Officer who directs the environmental and occupational health programs. The Department has the authority to develop and implement campus-wide programs in the areas listed above. Further, the Department may identify the need for specific programs to be implemented by individual University departments. While those departments will then be responsible for development of the programs and plans, the Health and Safety Officer and other Department staff will provide planning templates, training and other assistance.