



BOISE STATE UNIVERSITY

University Policy 9140

Environmental Health and Safety

Effective Date

April 2000

Last Revision Date

March 2012

Responsible Party

Office of Environmental Health and Safety, (208) 426-3999

Scope and Audience

Boise State University is committed to the provision and maintenance of safe conditions and practices for employees, students and visitors. Therefore, the objective of the University is to maintain compliance with relevant statutes and regulations pertaining to environmental health and safety; ensure that environmental protection, safety and accident/incident prevention are integral parts of planning and operations; and promote awareness and application of safe work practices through education, job training and implementation of environmental health and safety programs.

Additional Authority

- Code of Federal Regulations
 - Idaho Administrative Procedures Act
 - Ex. Order No. 2005-14
 - State Board of Education Policy
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1. Policy Purpose

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

2. Policy Statement

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.

3. Responsibilities

a. The University Administration will:

- Provide the leadership and management support to ensure a safe and healthy work environment;
- Allocate sufficient resources for effective and compliant environmental health and safety programs and facilities; and
- Support, monitor and evaluate the effectiveness of environmental health and safety programs.
- 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;

b. Managers and Supervisors will:

- Plan and execute all activities in a manner that promotes compliance with University safety policy;
- Ensure that work areas are regularly inspected to prevent the development of unsafe conditions or practices;
- Report substandard conditions or practices as necessary and correct such conditions where it is within their authority and capability to do so;

- Ensure that all accidents, incidents and near miss events are reported and investigated and take action to prevent recurrence; and
 - Require those who do business with the University to perform their work in a manner that protects the University from unnecessary environmental and safety liabilities.
- c. Employees will:
- Implement safe work practices and comply with all environmental health and safety rules and procedures established for their work areas;
 - Promptly report hazardous equipment, conditions, procedures or behavior to a supervisor, make suggestions for correction or take corrective action where authorized;
 - Immediately report to a supervisor any work-related incident including injury or illness and obtain medical treatment, if necessary, without delay;
 - Wear or use prescribed safety equipment; and
 - Refrain from operating equipment without proper instruction and authorization.

4. University Environmental Health and Safety Organizations

4.1 University Lab Safety Committee

The University Lab Safety Committee will focus on safety related needs and issues' surrounding the University's academic and research labs. They will further the University's commitment to providing a safe and healthful environment for its faculty, staff and students as well as promote a culture of safety. The committee is comprised of key stake holders represented by a broad spectrum of University departments. The University Lab Safety Committee will serve as a clearinghouse for ideas, collaboration, and when appropriate, standardization of procedures, protocols, and policies regarding laboratory best practices. (See also University Policy 9240 - Laboratory Safety Committees.)

4.1 Environmental Health and Safety Office

The 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 EHS office directs and has the authority to develop and implement campus-wide programs in these areas of responsibility. Further, the 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 EHS office develops, implements and where applicable, directs programs and training in areas including but not limited to the following:

- a. Facility safety
- b. Hazardous waste management
- c. Biological hazard management
- d. Radiation (non-ionizing and ionizing) safety
- e. Environmental protection (air and water quality)
- f. Occupational safety including:
 - Epidemiological investigations
 - Building indoor air quality
 - Asbestos identification, sampling, and documentation
 - Noise analysis and hearing conservation
 - Blood-borne pathogen exposure control
 - Confined space entry
 - Fire prevention and evacuation procedures
 - Chemical hazard communication and laboratory chemical hygiene
 - Ergonomic evaluations
 - Fall protection – use and maintenance of ladders, powered lift equipment and personal fall arrest equipment and devices
 - Machine and equipment guarding

- Electrical safety
- Hazardous energy control (lock-out/tag-out)
- Campus construction project hazards
- Personal protective equipment assessment
- Industrial Hygiene

4.3 Authorization and Enforcement

Boise State University has the authority to take appropriate action, up to and including stop work orders, against any individual or entity found to be in violation of this policy, federal, state and local environmental health and safety laws, regulations rules and ordinances; however, all faculty, staff, and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement.

Revision History

June 2004; January 2012; March 2012