



**BOISE STATE UNIVERSITY**

University Policy 9140

## Environmental Health and Safety

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### **Effective Date**

April 2000

### **Last Revision Date**

October 18, 2024

### **Responsible Party**

Facilities Operations and Maintenance/Environmental Health and Safety, (208) 426-1409  
Chemical and Lab Safety (CaLS), (208) 426-3943

### **Scope and Audience**

This policy applies to all University employees.

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## **1. Policy Purpose**

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

## **2. Policy Statement**

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 the application of safe work practices through education, job training, and implementation of environmental health and safety programs.

### 3. Responsibilities

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 designations 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 employees.

#### 3.1 Chemical and Lab Safety (CaLS) and Environmental Health and Safety (EHS) Responsibilities

- a. CaLS and EHS are responsible for providing technical, regulatory, and management services to all colleges and departments regarding occupational and environmental health and safety issues affecting the University. These offices direct and have the authority to develop and implement campus-wide programs in their areas of responsibility.
- b. Both CaLS and EHS may identify the need for specific programs to be implemented by individual University departments. Such departments will then be responsible for ensuring the employees in their area attend training and comply with program requirements. CaLS and EHS develop, implement, and where applicable, direct programs and training in areas including but not limited to the following:

##### Chemical and Lab Safety

- a. Hazardous materials inventory management
- b. Hazardous waste management
- c. Biological hazard management
- d. Radiation (non-ionizing and ionizing) safety
- e. Epidemiological investigations
- f. Chemical hazard communication and laboratory chemical hygiene
- g. Occupational safety within labs including:
  - Air quality

- Noise dosimetry and hearing protection
- Bloodborne pathogens
- Fire prevention and evacuation procedures
- Fall protection
- Machine and equipment safety
- Magnetic and electromagnetic field safety
- Electrical/high voltage safety
- Hazardous conditions entry control (lock-out/tag-out “LOTO”)
- Campus construction projects involving labs or lab buildings
- Industrial hazards related to labs and lab buildings

#### Environmental Health and Safety

- a. Workplace safety
- b. Environmental protection (air and water quality)
- c. Occupational safety outside of labs including:
  - 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
  - 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

### **3.2 University Administration Responsibilities**

- a. Provide the necessary leadership and management support to ensure a safe and healthy work environment;
- b. Allocate sufficient resources for effective and compliant environmental health and safety programs and facilities;
- c. Support, monitor, and evaluate the effectiveness of environmental health and safety programs; and
- d. Ensure that all employees are given adequate direction and training in the safe performance of their work and that the work is performed without unreasonable risk.

### **3.3 Supervisor/Manager, Lab Manager, and Principal Investigator (PI) Responsibilities**

- a. Plan and execute all activities in a manner that promotes compliance with University safety protocols and procedures;
- b. Ensure that work areas are regularly inspected to prevent the development of unsafe conditions or practices;
- c. For PIs and Lab Managers, ensure that all chemicals assigned permanently or temporarily to their lab spaces are properly inventoried in the university's chemical inventory system;

- d. Report substandard conditions or practices as necessary to Facilities Operations and Maintenance at (208) 426-1409 and correct such conditions that are within their authority and capability to do so;
- e. Report malfunctioning life-saving devices and engineering controls immediately to CaLS at (208) 426-3943. This includes fume hoods, biosafety cabinets, glove boxes, showers and eyewashes, and fire extinguishers;
- f. Ensure that all accidents, incidents, and near-miss events are reported in a timely manner to [Risk Management and Insurance](#) and are investigated so that necessary actions may be taken to prevent recurrence; and
- g. 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.

### **3.4 Employee Responsibilities**

- a. Implement safe work practices and comply with all environmental health and safety rules and procedures established for their work areas;
- b. Promptly report hazardous equipment, conditions, procedures, or behavior to a supervisor and make suggestions for correction or take corrective action where authorized;
- c. Immediately report to a supervisor any work-related incident, including injury or illness, and obtain medical treatment, if necessary, without delay from one of the following preferred providers
  - [University Health Services](#)
  - [St. Luke's Occupational Health Clinics](#)
  - [St. Luke's After Hours/Emergency Location Information](#)
- d. Wear or use required safety equipment and engineering controls as directed by lab-specific hazardous placards and standard operating procedures; and
- e. Refrain from operating equipment without proper instruction and authorization.

### **3.5 Authorization and Enforcement**

Boise State University has the authority to take appropriate action, up to and including stopping or canceling work orders, against any individual or entity found to be in violation of this policy or any federal, state, or local environmental health and safety law, regulation, rule, or ordinance. 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.

## **4. Forms**

Accident and Injury Reports Forms

<https://www.boisestate.edu/rmi/insurancefile-a-claim/>

## **5. Related Information**

Workers' Compensation Information

<https://www.boisestate.edu/rmi/workers-compensation/>

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## **Revision History**

June 2004; January 2012; March 2012; October 18, 2024