

Environmental Health and Safety Manual (EHS)

EHS 005: Management Policy

Effective: 3/1/2007

Revised: 11/1/2023

Purpose

To provide guidance to ASU faculty, staff, students, and volunteers with a framework for the development and implementation of university policies and procedures regarding compliance with federal, state, and local regulations for environmental protection (air, water, soil), biosafety, chemical safety, fire safety, laser safety, radiation safety, public health, hazardous materials management and ASU requirements.

Source

University policy

Applicability

This policy and management structure applies to all locations owned, operated by or controlled by ASU and all ASU activities. This policy is not intended to apply to ASU policies and procedures regarding public or personal security or crime prevention.

Background

The following principles have been established to guide faculty, staff, students, and volunteers in Environmental Health and Safety (EHS) practices at ASU:

1. comply with applicable laws and regulations and, where appropriate, other institutional guidelines and recommendations
2. support ASU policies and quality initiatives promoting awareness and compliance at all levels of the institution
3. practice personal accountability for responsible behavior within the ASU community
4. participate in the development of sound institutional policies and regulations
5. support university policies that place ASU at the forefront of environmental quality initiatives to reduce hazardous waste generation and conserve resources and move ASU toward an environmentally sustainable future
6. encourage those who utilize university resources to apply these principles.

Policy

Through its teaching, research, and service, Arizona State University (ASU) will conduct its internal operations responsibly with respect to environmental health and safety and in compliance with all applicable laws and regulations.

Procedures

EHS shall provide training fact sheets and safety resources for the ASU community. In addition, EHS shall maintain a campus internet resource that shall include current ASU EHS bulletins, safety and health information, and links to other appropriate regulatory agencies, material safety data, etc.

Leaders in EHS, or a designee, shall maintain regular communications with the ASU community members and shall respond in a timely manner to all requests for advice or assistance.

Reporting

ASU is committed to investigating and appropriately reporting all environmental health and safety incidents. It is the responsibility of all employees of ASU to disclose fully any activity that may be or may result in a violation of any environmental health and safety regulation, and to participate cooperatively in the investigation and remediation of any incidents.

Any incident or questions regarding compliance should normally be reported to EHS.

Enforcement

ASU views compliance with all applicable laws and regulations as a condition of employment, and violation of such requirements shall be considered grounds for disciplinary action, including termination of employment or suspension or expulsion for students.

Further, governmental agencies have established strict environmental health and safety regulations and guidelines, which may include civil and criminal penalties. Accordingly, ASU expects all faculty, staff, students, and those who use ASU property or resources to be vigilant in complying with all applicable environmental health and safety laws.

Responsibilities

A. Department of Environmental Health & Safety

Environmental Health and Safety (EHS) is responsible for the administration of ASU EHS policies and programs while ensuring ASU's compliance with all environmental health and safety regulations.

EHS carries out its mission by providing technical, regulatory, and related management services to the colleges, schools, and departments who have a shared responsibility for operational accountability for regulatory compliance. EHS supports the colleges, schools, and departments in the development and implementation of programs, including training, emergency response, and analysis of specific problems so that compliance is practical at the unit level.

EHS is the unit responsible for all official ASU contact with external governmental regulatory agencies concerned with workplace environmental health and safety compliance. In consultation with the ASU Office of General Counsel, EHS shall coordinate all ASU responses to regulatory agencies' inquiries, complaints, lawsuits, and other formal proceedings regarding workplace, environmental health and safety compliance.

By working with a Policy Committee, EHS is instrumental in the design and implementation of an effective environmental health and safety program. EHS reports to the executive vice president, treasurer, and chief financial officer (CFO).

B. Colleges, Schools, and Other University Departments

It is the responsibility of each college, school, and administrative department to conduct its operations in accordance with all applicable laws and regulations, and to implement ASU's environmental health and safety policies.

With the professional guidance and assistance of EHS, these responsibilities include, but are not limited to:

1. training
2. informing employees about workplace hazards and safety procedures

3. conducting consultations and managing corrective and preventative actions
4. reporting incidents and employee complaints to EHS
5. assisting with incident investigations and mitigation strategies
6. promoting awareness and compliance of safety policies
7. documenting activities and processes
8. developing and administering safety committees as determined by EHS. For units with more than one committee, a senior committee will be developed and responsible for compiling all requests for unit safety budget submissions.

Each dean and major operating unit director is encouraged to designate at least one point of contact or liaison with EHS that will be responsible for the coordination of safety operations within the colleges, schools, or major operating unit departments.

The unit level safety committee members have the delegated authority from the dean, chair, or director to establish procedures, investigate complaints and incidents, and audit performance.

C. ASU Environmental Health and Safety (EHS) Policy Committee

The ASU EHS Policy Committee serves as the primary source of policy guidance on all matters pertaining to environmental health and safety compliance and related regulatory developments. The ASU EHS Policy Committee is also charged with overseeing and aiding the development of a strong safety culture throughout the institution. The ASU EHS Policy Committee is responsible for recommending policies that will ensure compliance with current environmental health and safety regulations to the executive vice president, treasurer, and chief financial officer (CFO).

The ASU EHS Policy Committee is charged with examining the gradations of response possible for a given environmental health and safety regulation and recommending what it believes to be the most appropriate course of action for the institution and its employees. In this context, the committee recommends ASU policy for approval by the executive vice president, treasurer, and chief financial officer (CFO) and monitors regulatory developments and compliance.

The ASU EHS Policy Committee is advisory to the executive vice president, treasurer, and chief financial officer (CFO) and includes broad representation by members of the faculty and administration. The Provost, or designee, the Senior Vice President for Knowledge Enterprise, or designee, and the Chief Human Resources Officer, or designee, or their designees serve on the committee to facilitate research and graduate faculty input on all committee issues.

D. Environmental Health and Safety Operations Committee

The EHS Operations Committee is an institutional group of operations managers from the colleges, schools, and departments who work with the director of EHS. The Operations Committee also evaluates ASU-wide environmental, health and safety issues and proposes recommended policy actions to the Policy Committee.

The EHS Operations Committee is also responsible for monitoring the external regulatory environment and ASU practices to identify problems and response strategies.

The EHS Operations Committee is chaired by EHS Leadership.

Special Committees

Faculty-chaired committees overseeing aspects of the ASU EHS program impacting research activities shall maintain their role of faculty governance and shall report to and be appointed by the Senior Vice President

for Knowledge Enterprise or designee. Additionally, the faculty chaired committees review research proposals relative to their field of expertise.

These committees and other non-faculty chaired EHS committees will be responsible for recommending policies related to their area of program oversight to the Policy Committee.

E. ASU Faculty, Staff, and Students

Individuals are responsible for conducting their activities at ASU in compliance with all applicable local, state and federal government regulations including ABOR, ASU and departmental policies.

The success of ASU's environmental health and safety management activities directly depends upon the active involvement of individuals through participation in training, abiding by established safety and environmental procedures, reporting hazards and potential violations of regulations, and recommending improvements.

ASU students, faculty, staff and the ASU community (including virtual and in person) and those using ASU resources or property shall follow established ASU EHS policy and abide by federal, state, and local laws and regulations.