



UCCS CAMPUS POLICY

Policy Title: Environmental Health and Safety

Policy Number: 400-002

Policy Functional Area: FACILITIES

Effective: August 5, 2016

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Administration & Finance (VCAF)

Office of Primary Responsibility: Department of Public Safety

Policy Primary Contact: Emergency Management, 719-255-3106

Supersedes: May 15, 2003; January 18, 2005

Last Reviewed/Updated: March 11, 2016

Applies to: Administrators, faculty, staff, students, and contractors

Reason for Policy: This policy establishes the parameters for the management and the minimization of risks posed by both physical hazards and hazardous materials.

I. INTRODUCTION

The University of Colorado Colorado Springs (“UCCS” or “University”) strives to create a safe environment, and as such, complies with all applicable environmental health and safety rules and regulations. The Department of Public Safety, Environmental Health and Safety (“Environmental Health and Safety”) is responsible for implementation and enforcement of the campus environmental, health and safety program. Environmental Health and Safety may issue related guidelines and procedures needed to implement the campus program. This policy and any implementing guidelines/procedures shall apply to all UCCS community members, which includes but is not limited to faculty, staff, students, contractors or any individual or company using university property, equipment or resources (“University community members”).

II. POLICY STATEMENT

- A. General Compliance. All University community members must comply with all hazardous materials, waste management, fire protection, life safety, laboratory safety, occupational safety, environmental compliance, biosafety, radiation and health physics guidelines and procedures in accordance with the UCCS Laboratory Safety Manual, state, federal and local laws and regulations. This compliance is a condition of employment, academic program or contractual agreement with the University. Compliance includes being mindful of safety and taking appropriate measures to protect people and the environment. University community members should obtain assistance in ascertaining his/her obligations under these laws and regulations from Environmental Health and Safety. Any University community member who violates any such laws or instructions given by Environmental Health and Safety shall be deemed to have acted outside the scope of his/her authority and subject to disciplinary action, up to and including termination, or expulsion, as applicable.
- B. Safety Management Committee.
1. Membership of the Safety Management Committee includes the following members or their designee:
 - a. Hazardous Materials Specialist, chair
 - b. Environmental Health and Safety Manager
 - c. Program Director of Emergency Management
 - d. Chemistry Department, Chemical Hygiene Officer
 - e. Biology Department, Chemical Hygiene Officer
 - f. Microelectronics Laboratory Manager
 - g. Physics Department representative
 - h. Physical Plant Manager
 - i. Auxiliary Facilities representative
 - j. BioFrontiers representative
 - k. Engineering Department representative
 - l. Recreation and Wellness Center representative
 - m. Other members as designated by the Executive Team.
 2. The Safety Management Committee will create written procedures for Hazardous Materials Management and lab safety.
 3. The Safety Management Committee shall review written procedures by September 1 of each year and submit changes to the Executive Team by October 1 of each year. The Executive Team shall evaluate the overall plan for approval by the Chancellor no later than December 1 of each year.
 4. Procedures shall be posted on the Department of Public Safety web site.
- C. Environmental Health and Safety Responsibilities. Environmental Health and Safety is responsible for assisting the University in its compliance endeavors by providing the following functions:
1. Performing health and safety inspections and surveys;
 2. Reviewing and approving campus projects and activities as they relate to applicable health, safety, and environmental regulations and standards;

3. Developing and issuing guidelines/procedures that clarify environmental health and safety issues and responsibilities at UCCS;
4. Acting in an advisory capacity to students, faculty, and staff in matters pertaining to safety, health, and environment;
5. Acting as liaison between UCCS and local, state, federal, and other agencies in matters pertaining to safety, health, and environment; and
6. If necessary, suspending activities and operations and closing areas where immediately dangerous conditions and/or non-compliance with regulatory requirements exist.
7. Updating and making available the Laboratory Safety Manual, which describes the proper use and handling practices and procedures for potential health and physical hazards on campus.
8. Maintaining and making available the Safe Operating Procedures, which provide guidance in safely addressing specific hazardous materials or conditions which may be encountered in the workplace.

III. DEFINITIONS

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
 - UCCS Hazardous Materials Procedures
 - UCCS Laboratory Safety Manual
 - UCCS Safe Operating Manual
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approved	May 15, 2003
Revised	January 18, 2005