



Administration & Finance

Policy & Procedure

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Issuing Office: Office of Environmental Health and Safety Policy Number: FY17-OEHS-002-00

Policy Name: Environmental Health and Safety Management

Original Date Issued: November 28, 2016

Revised:

Purpose of Policy:

This policy confirms the University's commitment to environmental health and safety (EHS), describes the EHS management system and clarifies the roles and responsibilities of administrators, faculty, staff, students, departments and committees involved in environmental health and safety.

Applicable to: All members of the university community in all facilities owned or operated by the University.

Policy:

The University of Massachusetts Boston is committed to protecting the health and welfare of faculty, staff, students, and visitors as well as the environment. We are determined to be a model of environmental protection in our teaching, research and the operation of our University. We continuously strive to adopt best practices and build a strong safety culture throughout the University.

The environmental health and safety goals of the University include:

- provide safe and healthy workplace and reduce injuries and illnesses,
- compliance with both the spirit and intent of national, state, and local EHS laws and regulations,
- install and maintain facilities and equipment to reduce exposure to hazards or environmental releases,
- review accident and incident reports and develop preventive measures,

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- initiate corrective actions and enforcement measures related to safety and environmental violations,
- maintain personal accountability for responsible environmental and safety behaviors and
- provide EHS education and outreach to all departments.

Procedures:

ROLES AND RESPONSIBILITIES

1. Chancellor's EHS Steering Committee

Overall responsibility for campus EHS rests with the Chancellor. The Chancellor has established a Steering Committee responsible for implementing and enforcing this policy and all applicable standards, procedures and requirements. The Steering Committee is chaired by the Vice Chancellor of Administration and Finance and serves as the most senior management committee coordinating with other safety committees on campus.

2. Safety Committees

There are several committees on campus responsible for overseeing the implementation of specific safety or environmental programs. Typically, these committees include faculty and staff with appropriate expertise. Each committee has a written Committee Charter, members are formally appointed and minutes are kept and distributed to members. Committee chairs serve on the Steering Committee. The committees are:

- Laboratory Safety Committee
- Institutional Biological Safety (IBC) Committee
- Radiological Safety Committee
- Workplace Health and Safety Committee



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3. Office of Environmental Health and Safety

The Office of Environmental Health and Safety (OEHS) has the responsibility and authority for overall compliance with this policy and is charged with:

- 3.1 Environmental permitting and agency liaison- obtaining and coordinating ongoing compliance with all environmental permits and serving as the primary liaison with environmental agencies including but not limited to US EPA, OSHA, Mass DEP, MWRA and the Boston Conservation Commission.
- 3.2 Hazard waste management – managing the collection, transport and proper disposal of hazardous materials generated including chemical, biological and radiological waste
- 3.3 Environmental management system—coordinating the formal system that is used to identify priority environmental issues and systematically work to address those issues. This includes conducting an annual audit and preparing an annual report for the Steering Committee
- 3.4 Fire and life safety—managing fire prevention activities, fire drills, building evacuations, hot work permits, AEDs and general fire safety education. Working closely with the Office of Emergency Management and Business Continuity, the Department of Public Safety and the Office of Diversity and Inclusion to coordinate building evacuation plans with campus-wide emergency plans and provide safety and hazardous material expertise
- 3.5 Laboratory safety – providing technical advice and support to research and teaching laboratories on the best safety practices including the use of personal protective equipment
- 3.6 Worker protection –coordinating programs to protect workers from hazards on the job including ladder safety, asbestos safety and ergonomics
- 3.7 Training- Coordinating appropriate training to ensure competence and awareness of EHS policies and procedures. The OEHS Director or their



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designee is authorized to require specific EHS training in consultation with the applicable safety committee.

3.8 Inspections and audits—conducting inspections and audits of laboratories and other facilities to identify risks and hazards and recommending corrective actions.

3.9 Accident and incident investigation – conducting accident and incident investigations. All departments are obliged to fully cooperate by promptly providing OEHS with access to inspect relevant areas, interview staff and collect relevant documentation. OEHS will prepare Incident Reports with preventive measures and corrective actions and report to senior management.

3.10 Imminent Safety Threats- The OEHS Director or designee has authority to close laboratories or other work areas when an imminent threat is deemed to be a danger to the health and safety of the campus community or in violation of University policy or applicable laws.

4. **Deans, Directors, Department Heads, Faculty and Principal Investigators** have a special responsibility to support this policy and lead by example. Everyone with supervisory responsibility must help establish and maintain a safe work and educational environment.
5. **Individual Responsibility** Environmental health and safety is part of everyone's job and educational experience. Therefore, every employee and student has an obligation to take reasonable precautions to prevent injuries and to comply with this policy and all applicable EHS standards, procedures and requirements.

Definitions:

"Hazardous Material" refers to chemical, biological or radiological materials including waste



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"Imminent safety threat" is any situation or event that presents an immediate danger to the health and safety of the campus community or represents a significant violation of safety or environmental laws or regulations or university policy

"Visitors" refers to contractors, visiting faculty/ researchers, guests and tenants on campus

"University community" is all students, faculty, staff, visitors and contractors

Enforcement and Consequences

Potential violations of this policy will be referred to OEHS who will make a recommendation to Steering Committee.

Oversight Department: Office of Environmental Health and Safety

Responsible Party within Department: OEHS Director

Monitoring: Annual EHS Report, Inspection Reports, Incident Reports

Related documents:

- *Chancellor's Steering Committee Charter*
- *Environmental Management System (EMS) Plan*
- *Laboratory Safety Manual*
- *Oil Spill Prevention Plan*
- *Hazardous Waste Contingency Plan*

Authority:

Federal, state and local EHS laws, regulations, standards and codes.

Policy Adoption:

Adopted by vote of the Chancellor's Environmental Health and Safety Steering Committee

Ellen O'Connor
Chair

Date: 11.28.16

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