Program Statement

It is the intent of the University of North Alabama:

- To provide for employee safety, to assure safe operation of University facilities, and to comply with applicable environmental health and safety regulations.
- To provide employees with a safe place to work, free from recognized hazards that are likely to cause death, serious injury, or illness.
- To develop, operate, and maintain the University facilities in a manner calculated to protect the health and safety of the public, prevent damage to property, minimize adverse effects upon the environment, and preserve effective community relations, regarding environmental health and safety matters.
- To adhere to generally recognized and accepted standards of performance in the areas of environmental health and safety.
- To ensure the provision of appropriate safety equipment.
- To ensure training of employees who may work with toxic or hazardous materials.

Goals

The Environmental Health and Safety Program of the University of North Alabama has the following goals:

- Reduce the risk of exposure to hazardous materials, physical and biological agents, and stressful conditions to the lowest level practically attainable.
- Provide safe, healthful and stress controlled working conditions.
- Protect the environment.

Objectives

Objectives defined to meet the program goals:

- Anticipate and detect the presence of workplace hazards by periodic hazard analysis.
- Determine the magnitude of workplace risks by the use of proper evaluation techniques, and compare to accepted standards to determine acceptable levels of risk.
- Control risks when the level of risk detected is unacceptable.
- Minimize hazardous waste generation and dispose of these wastes in an environmentally compliant manner.

Responsibilities

President of the University

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Director of Environmental Health and Safety

- Propose guidelines on environmental health and safety for approval of the Safety and Emergency Preparedness Committee.
- Advise and assist the Safety and Emergency Preparedness Committee and personnel on environmental health and safety matters.
- Conduct periodic activities required by the Environmental Health and Safety Program.
- Assist in or coordinate the selection, fitting, and proper use of protective equipment.
- At the request of the Assistant Vice President for Facilities Administration and Planning and/or his/her designee, review projects and work orders concerning environmental health and safety.
- Advise the Assistant Vice President for Facilities Administration and Planning and/or his/her designee, on the evaluation of contractor environmental health and safety qualifications and performance.
- Conduct or coordinate environmental health and safety training for University personnel.
- Coordinate the development of employee environmental health and safety training programs.
- Inform other employers engaged in services to the University about environmental health and safety requirements.

Supervisors

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• Performance of engineering controls and any other protective devices shall be evaluated periodically to assure proper performance.

Control

- Supervisors in consultation with the Director of Environmental Health and Safety will determine the most suitable means of control for the hazards detected during inspections and evaluations.
- If a hazard cannot be eliminated, the primary option for hazard control is engineering controls; the next acceptable option is safe work practices. If these methods are not feasible, or they do not provide the desired level of protection, then personal protection will be required.
- When designing engineering controls, performance parameters shall be quantitatively defined. These parameters shall be evaluated upon completion of the project and henceforth, to assure that the required level of protection is maintained.

Training

- Training will be conducted to meet requirements of content, frequency, and proficiency as defined in the Environmental Health and Safety Manual.
- Additional training will be considered when a deviation from acceptable standard procedures is observed, or when the cause of accidents and incidents shows a trend that can be attributed to poor performance in work practices.

Accident-Incident Investigation

Investigation of all accidents and incidents will be initiated by the

supervisor with the help of the Director of Environmental Health and Safety, if requested. The investigation will be documented in a written report describing accident characteristics, type of injuries, mechanisms of failure and corrective actions. A deliberate effort shall be made to fully understand the cause of every accident/incident so that these events are not repeated and effective corrective actions are implemented.

Program Evaluation

The Environmental Health and Safety program will be evaluated annually. The following indicators may be used in this evaluation:

- Activities such as inspections, evaluations, training sessions, etc. performed during the year.
- Assessment by means of a questionnaire, Appendix B of this chapter.

Appendix B

Environmental Health and Safety Manual Survey

Please report on your experience in the last 12 months.

The Environmental Health And Safety Manual provides adequate information:

Strongly Agree Neutral Agree