

# THE UNIVERSITY OF KANSAS - LAWRENCE CAMPUS SAFETY PROGRAM

## 1.0) Program Introduction

The purpose of this program is to provide a safe environment for all personnel, students, and visitors at the University of Kansas - Lawrence Campus.

This program, hereafter referred to as the Kansas University Safety Program (KUSP), has been designed to meet the requirements established by local, state and federal regulations as applicable. It adopts the position that all safety practices at Kansas University shall meet "prudent practice" standards. KUSP derives its authority from the University's Safety and Health Policy. (See KUSP Appendix 1)

Note: KUSP adopts the philosophy that all exposures to hazardous materials, hazardous radiations and risks from physical hazards shall be kept "**AS LOW AS REASONABLY ACHIEVABLE**" (**ALARA**). The concept of "ALARA" is adopted from radiation safety regulations and is applied in KUSP to all hazards because it is the best philosophical basis for "prudent practice," the goal of the overall safety program.

## 1.1) Organization of the Kansas University Safety Program (KUSP)

### 1.1.1) Roles of Administrators (See Appendix 2 for EHS Organizational Chart)

Note: Role, as used in this program, refers to the vested authority of the person or body of persons to perform the stated function.

#### 1.1.1.1) Provost:

The Provost has the role of:

- ! Creating and maintaining a written campus-wide safety and health policy as the basis for a comprehensive campus-wide safety program.
- ! Providing the resources and organization for the development, implementation and maintenance of an effective comprehensive campus-wide safety program.

- ! Supporting and fostering an attitude of safety awareness among all individuals on campus.
- ! Appointing members to serve on the Environment, Health and Safety Council and its committees.
- ! Appointing the Coordinator of the Environment, Health and Safety Council and Committees.

**1.1.1.2) Deans, Directors, Chairpersons, and Supervisors**

Note: persons with administrative responsibilities

Each administrator has the role, within his/her administrative unit, of:

- ! Providing the resources for the development, implementation and maintenance of safety programs in compliance with the Kansas University Safety Program.
- ! Maintaining the overall effectiveness of the safety program.
- ! Supporting and fostering an attitude of safety awareness by all individuals within the unit.

**1.1.2) University Environment, Health and Safety Council (EHSC)**

(See KUSP Appendix 3 for the composition of the EHSC)

**1.1.2.1) Role of the EHSC**

The EHSC has the role of:

- ! Making recommendations to the Provost concerning policies and other issues relating to maintenance of health and safety on the Lawrence campus, which includes:

Informing the Office of the Provost of the need for corrections or additional actions in these areas.

Identifying areas of health and safety which need to be addressed and requesting that the appropriate Council committee address those concerns on behalf of the Council.

Reviewing reports and programs recommended to the Council by its Committees and making appropriate recommendations for action to the Provost.

Evaluating safety issues given to the Council by the Provost or the Coordinator of

the Council and its Committees or by other appropriate sources and forwarding recommendations to the Provost.

Reviewing the Council's recommendations and those of the standing committees for the budgetary consequences associated with the implementation of those recommendations.

Assisting the Environment, Health and Safety Coordinator in the identification of areas of health and/or safety concerns that are not addressed under the existing policies and procedures and recommending methods for dealing with such concerns.

! Monitoring the currency, implementation and efficacy of adopted policies and programs, including:

Reviewing recommendations of the Council's standing committees for adherence to the Campus Environment, Health and Safety Policies (EHSP).

Reviewing the annual reports from the standing committees of the Council.

Reviewing other policies, as applicable, for adherence to the EHSP.

Making recommendations to the standing committees concerning changes in the programs under their jurisdiction.

Recommending additions, deletions or changes in the Kansas University Safety Program to the Provost.

Note: Committees that report to the Environment, Health and Safety Council are the EHSC Executive Committee, University Safety and Health Committee, the Laboratory Safety Committee, and the Committee on the Environment. KUSP addresses safety only. Environmental issues are a separate responsibility of the Council and are not addressed in this program. Safety issues that arise from environmental concerns should be referred to the appropriate safety committees.

### **1.1.2.2) Role of the EHSC Executive Committee**

(See KUSP Appendix 4 for the composition of the EHSC Exec Committee)

The EHSC Executive Committee has the role of:

- ! Submitting to the Provost all policies and procedures of the EHS for review and approval.
- ! Arbitrating on issues of concern that arise between the Department of Environment, Health and Safety and the standing committees of the Council. The Executive Committee will forward recommendations to the Provost or appropriate Dean for resolution of any issues not resolved by such arbitration.
- ! Identifying unaddressed environmental, health and safety regulatory requirements to be submitted to the EHS Council and/or its Committees for action. (Note: The Executive Committee will, in general, depend upon the EHS Department for the identification of new or unaddressed requirements.)
- ! Providing guidance to the Coordinator as needed or requested.

### **1.1.2.3) Role of the University Safety and Health Committee**

(See KUSP Appendix 4 for the composition of the USH Committee)

The University Safety and Health Committee has the role of:

- ! Developing and recommending to the EHSC a comprehensive campus-wide occupational safety and health program exclusive of laboratory safety. [See the glossary of the Laboratory Safety Manual for the definition of "laboratory".]
- ! Working with the Department of Environment, Health and Safety by performing various committee functions normally associated with employee occupational safety and health such as developing written program manuals, reviewing accident reports and statistics, accident and complaint investigations, etc.
- ! Providing for appropriate safety and health training opportunities.
- ! Monitoring and reviewing the effectiveness of the campus occupational safety and health program, identifying deficiencies and weaknesses and making recommendations for improvement.

#### **1.1.2.4) Role of the Laboratory Safety Committee**

(See KUSP Appendix 4 for the composition of the LSC)

The Laboratory Safety Committee has the role of:

- ! Developing and recommending to the EHS Council a comprehensive campus-wide Laboratory Safety Program for laboratory personnel. The Program should address the following areas: general laboratory safety, chemical safety and hygiene, biosafety, radiation safety, and laser safety.
- ! Monitoring and reviewing the effectiveness of the campus Laboratory Safety Program, identifying deficiencies and weaknesses and making recommendations for improvement.
- ! Fostering a safe environment in the laboratories.
- ! Reviewing and recommending approval or disapproval of submitted Laboratory-Specific Safety Plans for Level IV Laboratories and making recommendations to the EHS Director concerning any issues brought to the Committee by the Director.
- ! Reviewing and recommending remedial and/or disciplinary procedures when serious and/or frequent noncompliance with safety requirements has been reported to the Committee by the EHS.

#### **1.1.2.5) Coordinator of the EHS Council and its Committees**

The EHS Coordinator has the role of:

- ! Coordinating the activities of the EHS Council and its Committees with those of the EHS Department for the purpose of addressing safety on campus.
- ! Providing evaluations and recommendations concerning safety to the Council and/or to the Provost upon request or as needed.

### **1.1.3) The Department of Environment, Health and Safety (EHS)**

The Department of EHS has the role of:

- ! Assisting faculty, staff, and students with designing facilities that meet safety requirements and with inculcating and implementing safe practices in the conduct and operation of University programs, activities and facilities. The Department's goal is to protect human health and safety and to protect the environment in such a manner that the quality of the education, research, and public service is enhanced.
  
- ! Monitoring campus activities to ensure that Federal, State, Local and University environmental, health and safety laws, regulations, ordinances, and policies are being followed.
  
- ! Carrying out the assigned management responsibilities associated with the following campus environment, health and safety programs: Radioactive Materials, Hazardous Materials/Waste Disposal, Water Quality, Extremely Hazardous Materials Inventory, Air Quality, Occupational Safety & Health, Laboratory Safety, Campus-wide Recycling, Waste Minimization & Reduction, Pollution Prevention and Resource Conservation Assistance, and Environmental Impact Assessments.

Note: The items above are part of the mission statement for the EHS Department.

### **1.1.4) University Personnel**

Note: University Personnel is defined as all administrators, support personnel, faculty, students and visitors at the Lawrence campus.)

All University Personnel shall:

- ! Comply with all applicable provisions of the Kansas University Safety Program.

## **1.2 Description of the Kansas University Safety Program**

The Kansas University Safety Program is contained in two manuals. The first, "University Safety and Health Manual" contains the general safety procedures and requirements that apply to all university personnel at the Lawrence campus. Additional safety procedures and requirements for laboratories are addressed in the "Kansas University Laboratory Safety Manual." Note that these are in addition to the campus-wide requirements in the USH Manual. [See Glossary of Lab Safety Manual for definition of a laboratory.]

## **1.3 Attachments to KUSP**

- 1.3.1) KUSP Appendix 1 - Campus Health & Safety Policy
- 1.3.2) KUSP Appendix 2 - EHS Organizational Chart
- 1.3.3) KUSP Appendix 3 - EHS Council Composition and Role
- 1.3.4) KUSP Appendix 4 - Standing Committees of the EHS Council,  
Composition and Roles.

The Environment, Health and Safety Council recommended the "University of Kansas-Lawrence Campus Safety Program" (KUSP), subject to editorial clarifications and corrections, for approval by the Provost on 3/20/97.

The Provost adopted this version for implementation on the Lawrence campus on \_\_\_\_\_.

# KUSP APPENDIX 1

## The University of Kansas - Lawrence Campus Health & Safety Policy

It is the policy of the University of Kansas-Lawrence to conduct all educational, research and campus activities safely and in a manner that protects the health of employees, students, and the public.

Each administrator is committed to the enforcement of the health and safety policies of the University and to promulgating appropriate safety practices within his or her area of responsibility.

All faculty members and others involved in instructional and/or research programs are responsible for seeing that the students in their courses and laboratories are properly trained and educated about applicable safety and health policies and practices prior to exposure to instructional or research hazards.

Each employee and student is entitled to have access to information about the University's health and safety policies and practices and is responsible for knowing and adhering to health and safety policies and practices as they are applicable to the instruction, research and work settings in which he or she participates.

Each employee is responsible for maintaining a safe work place. Employees have a continuing responsibility to develop and follow practices that achieve these goal.

Each employee who manages or supervises the work of others is additionally responsible for seeing that employees and students for whom they are responsible are properly trained and educated about safety and health practices.

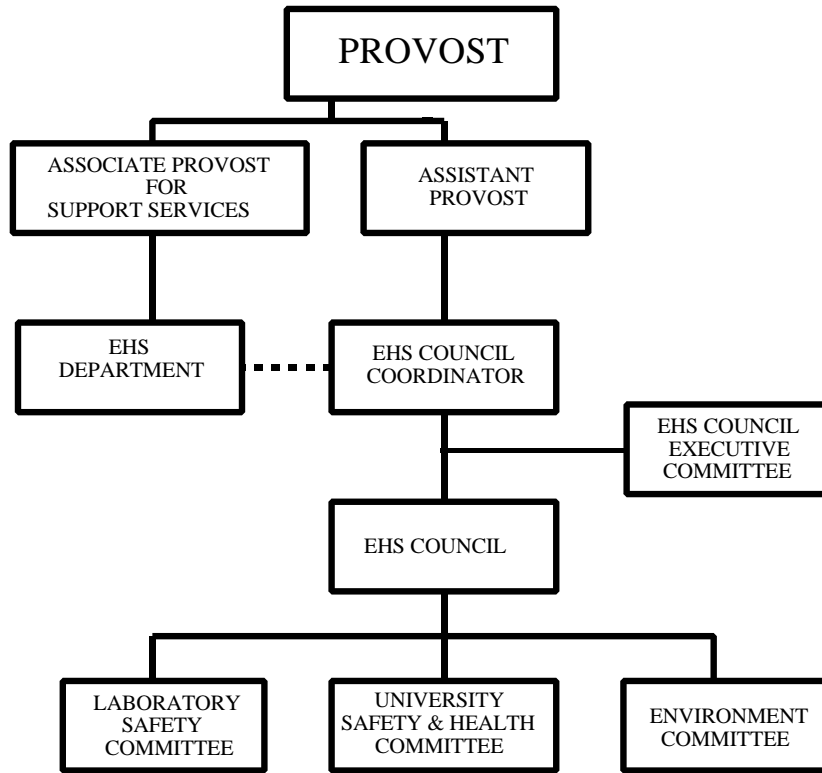
Each guest of the University is expected to adhere to the health and safety policies of the University while on campus.

All University-related facilities, activities, and programs shall be designed, conducted, and operated in a manner which reasonably protects human health and safety. Adherence to these principles is necessary in order for the University to achieve its mission of providing quality instruction, research, and services.

The University strives to provide training and education conducive to the establishment and maintenance of safe educational, research and work environments.

## KUSP APPENDIX 2

### Lawrence Campus EHS Organizational Chart



## **KUSP Appendix 3**

### **ENVIRONMENT, HEALTH AND SAFETY COUNCIL Composition and Role**

#### **I) INTRODUCTION**

The KU-Lawrence Campus Environment, Health and Safety Council (EHSC) reports through the EHSC Coordinator to the Office of the Provost for the KU-Lawrence Campus and has two major roles

The EHSC has the role of:

- ! Making recommendations to the Provost concerning policies and other issues relating to the preservation and protection of the environment and the maintenance of health and safety on the Lawrence campus.
- ! Monitoring the currency, implementation and efficacy of the Environment, Health and Safety policies and programs.

The EHSC is the central body that considers institutional matters relating to environment, health and safety and shall serve as the "conscience" of the institution with respect to such matters.

#### **II) EHS COUNCIL MEMBERSHIP**

The Council members include the following individuals and offices:

- Environment, Health and Safety Coordinator (chair)
- Representative, Provost's Office (Assistant Provost)
- Representative, Provost's Office (Associate Provost for Support Services)
- Representative, Office of Research and Public Service
- Representative, Office of Student Affairs
- Representative, University Administration (Chancellor's Office)
- Representative, Watkins Health Center
- Representatives, Undergraduates (Student Senate) (3)
- Representative, Graduate Students (Student Senate)(2)
- Representative, Unclassified Professional Staff Association
- Representative, Classified Staff

Representative, Office of Human Resources  
Representative, Faculty (Sen Ex)  
Director/designate, Student Housing  
Director/designate, Facilities Operations  
Director/designate, Design and Construction Management  
Director/designate, University Relations  
Director/designate, Public Safety  
Chief/designate, City of Lawrence Fire Department  
Chair/designate, EHSC-Laboratory Safety Committee  
Chair/designate, EHSC-University Safety & Health Committee  
Chair/designate, EHSC-Committee on the Environment  
Chair/designate, Animal Care and Use Committee  
Director, Environment, Health and Safety (non voting)  
Director, Animal Care (non voting)

Representatives are to be appointed or elected by the designated unit. Directors of represented units serve as members. A Director may designate a representative or may designate an alternate for any meeting. Chairs of Committees are members of the EHS Council but chairs may designate an alternate from within the committee if they cannot attend.

### **III) EHS COUNCIL STANDING COMMITTEES**

Executive Committee  
Laboratory Safety Committee  
University Safety & Health Committee  
Environment Committee

### **IV) EHS COUNCIL CHARGE**

The EHSC is charged with the role of:

- !** Making recommendations to the Provost concerning policies and other issues relating to the preservation and protection of the environment and the maintenance of health and safety on the Lawrence campus<sup>1</sup>, which include:

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<sup>1</sup>The Council is not expected to be cognizant of all applicable governmental regulations. The EHSC Coordinator, with the guidance of the relevant offices and committees, will provide relevant summaries of regulations and regulatory changes appropriate to the Council.

Informing the Office of the Provost of the need for additional actions in these areas.

Identifying environmental issues or areas of health and safety which need to be addressed and requesting that the appropriate Council committee address those concerns on behalf of the Council.

Reviewing reports and programs recommended to the Council by its Committees and make associated recommendations to the Provost.

Evaluating any safety or environmental issue sent to the Council by the Provost or the Coordinator of the Council and its Committees or by other appropriate sources and recommending actions to the Provost.

Reviewing the EHSC recommendations and those of its standing committees for the budgetary consequences associated with the implementation of those recommendations.

Assisting the Environment, Health and Safety Coordinator in identifying areas of concern related to environmental, health and/or safety that are not addressed under existing charges and making recommendations for changes, additions, and deletions in charges or for the creation of new committees to address unrepresented areas.

! Monitoring the currency, implementation and efficacy of adopted policies and programs, which includes:

Reviewing recommendations of the Council's standing committees for consistency with and adherence to the Campus Environment, Health and Safety Policies(EHSP).<sup>2</sup>

Reviewing the annual reports of the standing committees of the Council.

Reviewing University policies, as applicable, for consistency with and adherence to the EHSP.

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<sup>2</sup> The EHSC is not responsible for writing the procedures that will comply with the EHS policies. Procedures are written and adopted for campus-wide application by the designated committees under the guidance and recommendations of the relevant offices (i.e., Department of Environment, Health and Safety, Public Safety, Design and Construction Management, Facilities Operations, Human Resources, Schools, etc.).

03/26/97

Making recommendations to the standing committees concerning needed changes in policies and/or procedures in the programs under their jurisdiction.

Making recommendations on proposed additions, deletions or changes in the Kansas University Safety Program for approval by the Provost.

**KUSP APPENDIX 4**  
**STANDING COMMITTEES**  
**OF THE**  
**ENVIRONMENT, HEALTH AND SAFETY COUNCIL**  
Composition and Roles

**Executive Committee of the Environment, Health and Safety Council**

**I) Role of the EHSC Executive Committee**

The EHSC Executive Committee has the role of:

- ! Submitting to the Provost all policies and procedures of the Environment, Health and Safety Council for review and approval.
- ! Arbitrating on issues of concern that arise between the Department of Environment, Health and Safety and the standing committees of the Council. The Executive Committee will forward recommendations to the Provost or appropriate Dean for resolution of any issues not resolved by such arbitration.
- ! Identifying unaddressed environmental, health and safety regulatory requirements to be submitted to the EHS Council and/or its Committees for action. (Note: The Executive Committee will, in general, depend upon the EHS Department for the identification of new or unaddressed requirements.)
- ! Providing guidance to the Coordinator as needed or requested.

## **II) Composition and Membership of the Executive Committee of the Environment, Health and Safety Council**

The Executive Committee consists of the following individuals and/or representatives of offices from the Environment, Health and Safety Council:

- Coordinator of the EHS Council and Committees (Chair)
- Director of Environment, Health and Safety
- Office of the Provost
- Office of Student Affairs
- Planning & Facilities Management
- Student Body (2)
- Classified Senate
- UPSA
- Human Resources

The total membership is not to be more than ten.

## **University Safety and Health Committee**

### **I) Role of the University Safety and Health Committee**

The University Safety and Health Committee has the role of:

- ! Developing and recommending to the EHSC a comprehensive campus-wide occupational safety and health program exclusive of laboratory safety.
- ! Working with the Department of Environment, Health and Safety by performing various committee functions normally associated with employee occupational safety and health such as developing written program manuals, reviewing accident reports and statistics, accident and complaint investigations, etc.
- ! Providing for appropriate safety and health training opportunities.
- ! Monitoring and reviewing the effectiveness of the campus occupational safety and health program, identifying deficiencies and weaknesses and making recommendations for improvement.

## **II) Composition and Membership of the University Safety and Health Committee**

The membership of the University Safety and Health Committee consists of the following individuals and representatives of offices and organizations:

- Human Resources
- Faculty (2)
- Student Housing
- Classified Senate (one)
- Public Safety
- Facilities Operations
- Director of Environment, Health and Safety
- Safety Specialist (Facilities Operations)
- Students (2)

The total membership is not to be more than eleven.

## **Laboratory Safety Committee**

### **I) Role of the Laboratory Safety Committee**

The Laboratory Safety Committee has the role of:

- ! Developing and recommending to the EHS Council a comprehensive campus-wide Laboratory Safety Program for laboratory personnel. The Program should address the following areas: general laboratory safety, chemical safety and hygiene, biosafety, radiation safety, and laser safety.
- ! Monitoring and reviewing the effectiveness of the campus Laboratory Safety Program, identifying deficiencies and weaknesses and making recommendations for improvement.
- ! Fostering a safe environment in the laboratories.
- ! Reviewing and recommending approval or disapproval of submitted Laboratory-Specific Safety Plans/Radioactive Materials Permits for Level IV Laboratories and making recommendations to the EHS Director concerning any issues brought to the Committee by the Director.
- ! Reviewing and recommending remedial and/or disciplinary procedures when serious and/or frequent noncompliance with safety requirements has been reported to the Committee by the EHS.

## **II) Composition and Membership of the Laboratory Safety Committee (LSC)**

The Laboratory Safety Committee is divided into four subcommittees - Chemical Hygiene/Safety, Biosafety, Radiation Safety, and Laser Safety. Membership in the LSC requires appointment of individuals knowledgeable in these four areas of safety because the subcommittees act as independent agencies with respect to certain functions. Because of these independent functions, safety officers from the Department of Environment, Health and Safety may serve on more than one subcommittee but are counted as one member of the LSC itself. Six (6) Students will be appropriately assigned to various subcommittees. The total membership of the LSC shall not exceed 33. One of the chairs of the subcommittees will be appointed chair of the LSC.

### **Chemical Hygiene/Safety Subcommittee**

The membership of the Chemical Hygiene/Safety Subcommittee shall consist of the following individuals and representatives of offices, organizations or departments:

- Pharmacology & Toxicology Faculty
- School of Engineering Faculty
- Medicinal Chemistry Faculty
- Facilities Operations
- Center for Drug Delivery Research
- Law<sup>1</sup> (Faculty with expertise or interest in Safety Regulations)
- Chemistry
- Molecular Biosciences
- Director of Environment, Health and Safety

The total membership to be no more than nine exclusive of students.

### **Biosafety Subcommittee**

The membership of the Biosafety Subcommittee shall consist of the following individuals and representatives of offices, organizations, or departments:

- School of Pharmacy Faculty (2)
- Biological Sciences Faculty (2)
- Director of Animal Care
- Director of Environment, Health and Safety Department

The total membership is to be no more than six exclusive of students.

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<sup>1</sup>The representative from the School of Law is to help the other subcommittees as needed as a member of the Laboratory Safety Committee at large.

## **Radiation Safety Subcommittee<sup>2</sup>**

The membership of the Radiation Safety Subcommittee shall consist of the following individuals:

Faculty (2)

Authorized Laboratory Supervisors with training and experience in the chemical manipulation of radioactive materials. One of these, alternatively, may be an Authorized Laboratory Supervisor with training and experience in the use of machines that produce ionizing radiation.

Faculty (1)

Authorized Laboratory Supervisor(Radiation Sources) with training and experience in tracer metabolism.

Medical Doctor (from Watkins Health Center)

Management Representative (presumably an Associate Provost)

Radiation Safety Officer, EHS Department

The total membership is to be no more than seven. Students may not serve on this subcommittee unless they have been specified on the University of Kansas Radioactive Materials License

## **Laser Safety Committee**

The membership of the Laser Safety Subcommittee shall consist of the following:

Faculty (3)

These members shall have training and experience in the safe use of lasers and shall be acquainted with ANSI standards for laser use.

Experienced Laser User (1) (faculty, classified staff, or unclassified staff)

Laser Safety Officer, EHS Department

The total membership is to be no more than five exclusive of students.

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<sup>2</sup>The Radiation Safety Subcommittee serves as the University Radiation Safety Committee mandated by the Kansas University (Lawrence campus) Broad Radioactive Materials License. As such the composition and functions of this subcommittee shall meet the requirements of the License and Title 10 Code of Federal Regulations Part 20 and the requirements so specified shall supercede those stated in this document, if necessary.

## **Committee on the Environment**

### **I) Role of the Committee on the Environment**

The Lawrence Campus Committee on the Environment has the role of:

- ! Exploring avenues by which the KU-Lawrence campus might address environmental concerns in a sound and cost-effective manner. Typical concerns include:

- Practices followed in using resources such as energy, water and/or materials.
- Reduction in use, reuse and recycling of materials.
- Sound practices in minimizing pollution and disposal of wastes.
- Assessment of environmental impacts.

- ! Generating position papers with respect to identified concerns, evaluating the practicality and cost-effectiveness of proposed solutions and making recommendations to the Environment, Health and Safety Council with respect to these concerns. This also includes providing recommendations to the Council on developing and implementing campus programs to meet the objectives identified in the campus environmental policy.

- ! Providing an annual report of the Committee's activities undertaken during the previous fiscal year to the Council by October 1 of each calendar year.

### **II) Composition and Membership of the Committee on the Environment**

The Kansas University Lawrence Campus Committee on the Environment is the committee of the Environment, Health and Safety Council established to address campus environmental concerns. The committee shall consist of a maximum of nine members with the following representation:

Faculty members (two)

A faculty member shall chair the committee and at least one shall have professional expertise in environmental issues.

Student Housing

Facilities Operations

Staff (non faculty)

Students (2)

Director of Environment, Health and Safety

Resource Conservation/Recycling Program Manager, EHS Dept.