

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 _____.