

SUBJECT: Campus Safety and Health Policy	Effective Date: 4/18/12	Policy Number: FSP 2012 EHS0002
	Supersedes:	Page 1 Of 3
	Responsible Authority: Director of Environmental Health and Safety	

APPLICABILITY/ACCOUNTABILITY

This procedure applies to all departments, support personnel, and functional units within Facilities and Safety in the University of Central Florida (UCF).

POLICY STATEMENT

It is the policy of the UCF to maintain a safe and healthy campus. To ensure that the campus is safe, the UCF will comply with all applicable requirements for safety and health from federal, state, or local agencies. These agencies include, but are not limited to: Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Department of Transportation (DOT), National Fire Protection Association (NFPA), Department of Homeland Security (DHS), Florida Department of Health (DOH), and Florida Department of Environmental Protection (DEP). At UCF, the Department of Environmental Health and Safety (EH&S) is the designated authority for implementing all health and safety regulations.

DEFINITIONS

Minor Non-Compliance. The occurrence of an unsafe activity or operation not in accordance with the OSHA requirements or the UCF safety and health procedures, and that does not pose an immediate life threatening danger to the employee.

Major Non-Compliance. The occurrence of an unsafe activity or operation not in accordance with the OSHA requirements or the UCF safety and health procedures, and that does pose an immediate life threatening danger to the employee, or which violates license or permit requirements, as applicable.

POLICY

EH&S is responsible for the development of written safety and health procedures to ensure a safe campus as required by the regulatory agencies. For a complete list of all safety and health procedures from EH&S, please visit <http://www.ehs.ucf.edu>. These activities include, but are not limited to: Respiratory Protection, Hearing Conservation, Hazard Communication, Laboratory Safety, Radiation Safety, Biological Safety, Confined Spaces, Control of Hazardous Energy,

Electrical Safety, Personal Protective Equipment, Fire Safety, and Hazardous Waste Handling and Disposal.

Management and supervisory staff are responsible for the implementation of the procedures established by EH&S.

As stated in the “UCF Design, Construction, and Renovation Standards (09-13-11), Division 1 General Requirements, Section Environmental Health and Safety Construction Information”, contractors are individually responsible for meeting and monitoring their job specific OSHA requirements.

ENFORCEMENT

EH&S will perform periodic inspections to determine compliance with the established safety and health procedures. All safety and health procedures shall include a section with more detailed information about enforcement. The following section describes the actions to be taken after a Minor Non-Compliance or a Major Non-Compliance.

Minor Non-Compliance

If a Minor Non-Compliance is noted, EH&S shall:

- Send an electronic notification to the Supervisor within five (5) calendar days with the non-compliance findings and with a request for corrective actions.
- Conduct a follow-up inspection within 30 calendar days to ensure corrective actions were implemented. (The amount of days is program-specific.)
- Send an electronic notification to the Director of the Department requesting a correction plan if the unsafe situation was not corrected after the follow-up inspection.
- Conduct a second follow-up inspection within seven (7) calendar days to ensure corrective actions were implemented, if necessary.
- Send an electronic notification to the Vice President of the Department requesting a correction plan if the unsafe situation was not corrected after the second follow-up inspection.
- Conduct a third follow-up inspection within seven (7) calendar days to ensure corrective actions were implemented, if necessary.
- Refer the case to the Provost or the Safety Council for further actions if the unsafe situation has not been corrected after the third follow-up inspection.

After receiving the notification from EH&S, the Supervisor (and the Director of the Department, and the Vice President, if necessary) shall:

- Ensure that all corrective actions recommended by EH&S are implemented.
- Coordinate with EH&S to provide re-training on the safety and health procedures, if necessary.
- Recommend disciplinary actions for the responsible personnel if the Minor Non-Compliance has not been corrected after the third notification.

- Coordinate payment to EH&S of \$50 for the second follow-up inspection and \$100 for the third follow-up inspection, if necessary.

Major Non-Compliance

If a Major Non-Compliance is found, EH&S shall:

- Instruct or direct the employees to stop the unsafe operation immediately and speak with the Supervisor.
- Send an electronic notification the day of the occurrence to the Director of the Department, with a copy to the Supervisor, with the non-compliance findings and with a request for immediate corrective actions.
- Conduct a follow-up inspection the next day or before the operation is resumed, to verify corrective actions were implemented.
- Send an electronic notification to the Vice President of the Department if the unsafe situation was not corrected after the second follow-up inspection.
- Refer the case to the Provost or the Safety Council for further actions.

After receiving the notification from EH&S, the Supervisor (and the Director of the Department, and the Vice President, if necessary) shall:

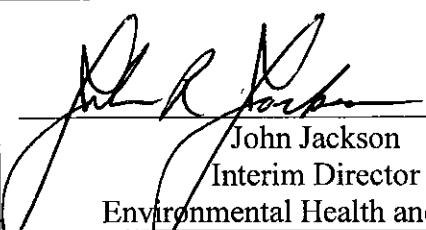
- Ensure that all corrective actions recommended by EH&S are implemented.
- Coordinate with EH&S to provide re-training on the safety and health procedures before sending the employee back to the worksite or operation that was found in non-compliance.
- Recommend disciplinary actions, and possibly job termination for the responsible person if the Major Non-Compliance has not been corrected after the second notification.
- Coordinate payment of fines incurred from regulatory agencies, if any.

INITIATING AUTHORITY

Vice President for Administration and Finance

CONTACTS

Environmental Health and Safety Director (407) 823-6300

Approved By:	Date Approved:
 _____ John Jackson Interim Director Environmental Health and Safety	_____ 4/18/12