I. **INTRODUCTION** (Purpose and Intent)

The health and safety of students, employees, and the visiting public is a primary concern of the University of South Florida System (USF System). To minimize the potential for injury to people, hazards to health, and damage to property, an environmental health and safety program is hereby provided.

II. **STATEMENT OF POLICY**

The various officials accountable for the USF System's environmental health and safety programs are as follows:

**A. USF System President:**

1. Provides the assurance that the USF System maintains compliance with all applicable federal, state and local requirements related to environmental health and safety.

2. Delegates to the System Vice President for Administrative Services, operational authority for an System-wide environmental health and safety program that includes, at a minimum, the following areas: Fire/Life Safety, Hazardous Waste Management, Industrial Hygiene, Laboratory Safety, Regulatory Compliance, Occupational Safety and Risk Management.

**B. The System Vice President for Administrative Services:**

Delegates to the Director of Environmental Health and Safety, System-wide
responsibility for the administration of the following programs, at a minimum:

Fire/Life Safety,
Hazardous Waste Management, Industrial Hygiene, Laboratory Safety, Regulatory Compliance, Occupational Safety and Risk Management.

C. Division of Environmental Health and Safety (EH&S):

1. Develops, implements, and maintains written System-wide policies, procedures and guidelines based on applicable federal, state and local requirements for environmental health and safety programs covered by this policy.

2. Serves as liaison between the USF System and external agencies that regulate the health and safety programs outlined in this policy.

3. Develops and conducts training programs aimed at promoting environmental health and safety awareness and compliance by explaining regulatory requirements and USF System safety standards and procedures.

4. Advises and assists colleges, departments, and other units in achieving and maintaining compliance with regulatory requirements and USF System policies and procedures.

5. Ensures that potential hazards and compliance issues are properly mitigated/remediated.

D. System Officers, Deans, Directors, and Departmental Chairpersons at All USF System Locations:

1. Comply with all federal, state, and municipal environmental health and safety regulations and any additional requirements delineated in USF System policies and procedures.

2. Work in conjunction with EH&S staff to correct existing conditions within their delegated scope of authority to ensure current and future compliance as noted above. This includes responsibility for costs associated with mitigation/remediation and other fees or fines assessed related to compliance.

3. Assign safety responsibility as required and designate safety representatives to assist the Division of Environmental Health and Safety when unusual problems/issues are encountered or when safety consultation is required.

4. Assume responsibility for enforcement and dissemination of USF System policies and operational procedures pertinent to the staff and facilities under their direction.
5. Direct inquiries from external regulatory agencies relating to the environmental health and safety program to the Division of Environmental Health and Safety.

E. Environmental Health and Safety Advisory Committees:

Several System-level committees, with representation from faculty, staff, and administration, provide assistance in identifying environmental health and safety priorities; advise the Division of Environmental Health and Safety and USF administration on issues related to safety and compliance; and participate in the development of policies, procedures and programs related to environmental health and safety.

F. Departmental Managers and Supervisors:

1. Determine job-specific safety and compliance procedures for their employees based on analysis of activities and associated hazards.
2. Provide required safety equipment to employees.
3. Ensure that employees receive safety and compliance training appropriate to their assigned tasks.
4. Ensure that employees follow all safety and compliance policies and procedures.
5. Ensure correction of all potential hazards or issues of non-compliance.
6. Report all workplace injuries and illnesses through the workers' compensation process.

G. Employees:

1. Follow all safety and compliance policies and procedures.
2. Attend required safety training.
3. Report all unsafe conditions or issues of non-compliance to the departmental manager or supervisor.
4. Report all accidents and incidents, including workplace injuries and illnesses, to the departmental manager or supervisor.
5. Respond to emergency health and safety related situations per the course and scope of their position, associated training, and consistent with applicable laws

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.