

SUBJECT: Campus Safety and Health Policy	Effective Date: 09/10/12	Policy Number: 3-122
	Supersedes:	Page Of 1 4
	Responsible Authority: Director of Environmental Health and Safety	

APPLICABILITY/ACCOUNTABILITY

This policy applies to all members of the university community.

BACKGROUND INFORMATION

The University of Central Florida is committed to providing a safe working and learning environment, and to upholding environmentally sound practices in all university-related activities. Through this commitment, the university aims to limit injuries and illnesses, environmental incidents, and property damage or loss.

POLICY STATEMENT

It is the policy of UCF to maintain a safe and healthy campus and to conduct all university-related activities in compliance with applicable requirements for safety and health from federal, state, or local agencies. Observing campus safety and health policies and procedures is the responsibility of every member of the university community. Supervisors have an elevated responsibility to ensure all individuals under their direction have the necessary knowledge, skills, and training to perform or participate in university-related activities. The Department of Environmental Health and Safety (EH&S) is the designated office at UCF in charge of administration of and compliance with all health and safety regulations.

EH&S is charged with developing applicable policies and procedures and performing inspections to monitor for compliance. As necessary, EH&S shall provide recommendations for corrective action to address deficiencies and mitigate risks to the university community. Recipients of a request for corrective action shall correct deficiencies in a timely manner, as directed by EH&S. The failure to correct deficiencies and mitigate potential risks to the university community may result in disciplinary action, as appropriate. EH&S is responsible for reporting deficiencies and recommendations to the appropriate levels within the university to ensure issues are addressed in a timely manner. In instances of

immediate threat to the health and safety of the university community, EH&S shall require operations within the affected area to cease until issues are resolved and the area is deemed safe through inspection or appropriate approval from federal, state, or local authorities.

DEFINITIONS

Applicable requirements for safety and health from federal, state, or local agencies - Requirements from government agencies, including but not limited to Occupational Safety and Health Administration, Environmental Protection Agency, Department of Transportation, National Fire Protection Association, Department of Homeland Security, Florida Department of Health, and Florida Department of Environmental Protection.

University Community - Includes all faculty, staff, students, employees of Direct Support Organizations, visitors, and contractors under the direction of university employees.

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

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

PROCEDURES

EH&S will perform inspections to determine compliance with safety and health policies and procedures. EH&S shall document identified deficiencies, provide recommendations, and request corrective actions plans from the appropriate supervisor of the area. The following section describes appropriate inspection and notification steps after a Minor Non-Compliance or a Major Non-Compliance deficiency is identified.

MINOR NON-COMPLIANCE

If a Minor Non-Compliance deficiency is noted, EH&S shall respond as follows.

- Send an electronic notification to the supervisor or principal investigator within five calendar days, listing deficiencies and recommendations for corrective actions.
- Work with the supervisor or principal investigator to develop a reasonable corrective plan that ensures the safety of the university community and satisfies all applicable requirements.
- Conduct a follow-up inspection within 30 calendar days to ensure corrective actions are implemented. (The amount of days is program-specific.)

- Send an electronic notification to the chair or director of the unit, requesting a correction plan and expected completion date if deficiencies are not corrected.
- Conduct a second follow-up inspection within seven calendar days to ensure corrective actions are implemented.
- Send an electronic notification to the dean or vice president of the unit requesting a correction plan and expected completion date if the deficiency is not corrected.
- Conduct a third follow-up inspection within seven calendar days to ensure corrective actions are implemented.
- Refer the non-compliance findings and request for corrective actions to the Provost and Executive Vice President and the Safety Council, as appropriate, for additional action if the corrective actions are not implemented.

After receiving the notification from EH&S, the supervisor or principal investigator (and the chair or director of the unit, and the dean or vice president, if necessary) shall respond as follows.

- 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.

MAJOR NON-COMPLIANCE

If a Major Non-Compliance deficiency is noted, EH&S shall respond as follows.

- Direct individuals in the area to stop the unsafe operation immediately.
- Notify the supervisor or principal investigator and director of EH&S. The director of EH&S shall notify the appropriate university officials of the risk to the university community.
- Send an electronic notification the day of the occurrence to the chair or director of the unit, with a copy to the supervisor or principal investigator, with the non-compliance findings and with a request for immediate corrective actions.
- Work with the supervisor or principal investigator to develop a reasonable corrective plan that ensures the safety of the university community and satisfies all applicable requirements.
- Conduct a follow-up inspection the next day or before the operation resumes to verify corrective actions are implemented.
- Send an electronic notification to the dean or vice president of the unit if the unsafe situation is not corrected.
- Refer the case to the Provost and Executive Vice President and the Safety Council, as appropriate, for further action.

After receiving the notification from EH&S, the supervisor or principal investigator (and the chair or director of the unit, and the dean or vice president, as appropriate) shall respond as follows.

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

RELATED INFORMATION

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.

RELATED DOCUMENTS

[Environmental Health and Safety Policies and Procedures](#)

CONTACTS

Environmental Health and Safety Director (407) 823-6300

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-122	
Initiating Authority: <u>Will F. Meek II</u>	Date: <u>9-10-12</u>
Policies and Procedures Review Committee Chair: <u>John Pollock</u>	Date: <u>8-22-12</u>
President or Designee: <u>John C. Hill</u>	Date: <u>9/10/12</u>