DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 9/10/2012

APPLICABILITY/ACCOUNTABILITY

This policy applies to all students, faculty, staff, visiting scholars, registered volunteers, and affiliates 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 instill safety as a core value of the university by maintaining a safe and healthy campus, and to conducting all university-related activities in compliance with applicable requirements for safety and health from federal, state, or and local agencies laws and regulations. Environmental Health and Safety (EHS) is the designated department at UCF responsible for developing applicable policies, procedures, and regulations, and ensuring compliance with all health and safety requirements.

Observing environmental campus health and safety policies and procedures is the responsibility of every member of the university community. Supervisors have an elevated responsibility to ensure that all individuals under their direction have the necessary knowledge, skills, equipment, and training to perform or participate in university-related activities. UCF colleges, departments, and DSOs must correct life safety deficiencies and building issues caused by their non-compliance with codes, regulations, policies, procedures, etc., when identified by EHS. The aforementioned responsible parties must allocate funds to correct these deficiencies and may not defer their mitigation. 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 report instances of Major and Minor Non-Compliance and provide recommendations for corrective action to address deficiencies and mitigate risks to the university community. Recipients of a request for corrective action shall rectify these 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 shall report to appropriate university personnel 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

Immediately Dangerous to Life or Health (IDLH) Non-Compliance. An activity or process that poses immediate, life-threatening danger or would cause irreversible health effects, and represents an unacceptable safety risk.

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.

Major Non-Compliance. An activity or process that poses a life-threatening danger and represents an unacceptable safety risk to the university community. Based on objective evidence, major non-compliance deficiencies show absence of, or significant failure to implement or maintain conformance to environmental, health and safety regulations, including license, permit, or State Fire Marshal requirements.

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.

Minor Non-Compliance. An activity or process, while not posing an immediate life-threatening danger, represents a minor safety risk to the university. Minor non-compliance deficiencies, if not addressed, could lead to major non-compliance deficiencies.

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.

**Stop Work Authority.** The authority, responsibility, and obligation afforded to all UCF employees to immediately call for the cessation of an activity when a perceived IDLH behavior or condition is observed.

**University Community.** Students, faculty, staff, registered volunteers, employees of Direct Support Organizations, visitors, affiliates, and contractors under the direction of university employees.

**PROCEDURES**

EH&S will perform inspections to determine compliance with federal, state, and local laws and regulations, and UCF safety and health policies and procedures. EH&S shall document identified deficiencies, provide recommendations, and request corrective action plans from the appropriate supervisor of the area. EH&S shall report instances of major and minor non-compliance and provide recommendations for corrective action to address deficiencies and mitigate risks to the university community.

Recipients of a request for corrective action shall rectify these 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, up to and including termination, as appropriate.

EH&S shall escalate its reporting to appropriate university personnel, if necessary, 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 that cease operations within of the affected area cease until issues are resolved and the area is deemed safe through inspection or appropriate approval from federal, state, or local authorities. The following sections describe appropriate inspection and notification steps after IDLH non-compliance, major non-compliance, and 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 noted 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 deficiencies are 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 IDLH NON-COMPLIANCE

If a Major Non-Compliance deficiency is noted, all UCF employees have the authority, responsibility, and obligation to immediately call for the cessation of the activity when a perceived IDLH behavior or condition is observed. After the stop work request has been made, the employee shall then contact the Work Control Center (WCC) at 407-823-5223 to report the IDLH non-compliance.

The WCC will notify EH&S through the appropriate call tree. EH&S will respond immediately to verify that the IDLH behavior or condition has ceased. Once EH&S has determined that an IDLH non-compliant behavior or condition occurred and has ceased, EH&S shall follow the major non-compliance process below.

MAJOR NON-COMPLIANCE

If a major non-compliance deficiency is identified, EH&S shall:

• EH&S shall respond as follows:

  Notify individuals within the area that a major non-compliance deficiency has been identified, and direct them to cease the unsafe activity or operation, immediately and until further notice.

  Notify the supervisor or principal investigator (PI) and EHS Director, of the major non-compliance. The EHS Director shall notify the appropriate university officials of the risk to the university community.

  Email the chair or director of the unit, copying the supervisor or PI, within 24 hours of the
occurrence. The email will: document that EHS has directed individuals within the area to cease operations until further notice due to a major non-compliance deficiency; request that the root cause(s) be identified; and request immediate corrective action(s) within a prescribed time frame of one to five work days.

- **Work with the supervisor or PI to identify the root cause(s), if applicable, and develop a reasonable corrective action plan that is approved by EHS which ensures the safety of the university community and satisfies all applicable requirements.**
- **Conduct a follow-up inspection on the prescribed due date to verify corrective actions are implemented, and continue re-inspections until EHS allows operations to resume.**
- **Email the dean or vice president of the unit, within 24 hours of the follow-up inspection, if the unsafe situation is not corrected.**
- **Continue re-inspections, at the responsible party’s expense, every five (5) working days until EHS authorizes operations to resume.**
- **Escalate the major non-compliance findings and previous requests for corrective actions, within 24 hours of the subsequent re-inspections, to the appropriate Vice President and the Safety Committee or Council.**
- **Continued non-compliance will be escalated to the Provost and the deficiency will be corrected by EHS at the responsible party’s expense.**

- 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.

Following receipt of the notification from EH&S, the supervisor or principal investigator (and the chair, unit or director of the unit, and the dean, or vice president, as necessary) shall respond as follows:

- **Reply to the EHS notification, within the number of working days requested, listing corrective action(s) taken or plans for corrective action(s).**
- **Determine the root cause(s), if applicable, of the major non-compliance deficiency.**
- **Ensure that all corrective actions required by EHS are implemented.**
- **Recommend appropriate disciplinary actions, up to and including termination of responsible person(s), based on the severity of the major non-compliance deficiency, or if**
the major non-compliance deficiency was not corrected after notification was sent to the dean or vice president.

- Coordinate payment of fines incurred from regulatory agencies, if applicable.
  
  - Coordinate payment to EHS for all re-inspections, billed at the EHS billable rate. A minimum billable time of two hours will be charged.
  
- 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.

MINOR NON-COMPLIANCE

If a minor non-compliance deficiency is identified, EHS shall:

- Notify the supervisor or PI within ten (10) work days of the completion of the inspection, listing deficiencies and recommendations for corrective action.
- Work with the supervisor or PI to review and approve any submitted corrective action plan.
- Conduct an initial follow-up inspection thirty (30) calendar days, or earlier by invitation, following issuance of the notification to the supervisor or PI, to ensure corrective actions are implemented.
- If identified deficiencies remain uncorrected, or an EHS-approved corrective action plan is not in place, within 24 hours of the initial follow-up inspection, EHS shall email the chair or unit director requesting a corrective action plan and expected completion date.
- Conduct a second re-inspection, at the responsible party’s expense, within thirty (30) calendar days to ensure corrective actions are implemented.
- If the noted deficiencies are not corrected within 24 hours of the second re-inspection, EHS shall email the dean or unit vice president, requesting a corrective action plan and expected completion date.
- Continue re-inspections, at the responsible party’s expense, until EHS has determined that corrective actions are implemented.
- Escalate the non-compliance findings and requests for corrective actions, within 24 hours of the second re-inspection, to the appropriate Vice President and Safety Committee or Council.

Following receipt of the notification from EHS, the supervisor or PI (and the chair, unit director, dean, or vice president, as necessary) shall:

- Ensure that all corrective action(s) required by EHS are implemented.
- Reply to the EHS notification before the initial follow-up inspection, listing corrective action(s) taken or plans for corrective action(s).
- Coordinate with EHS to provide re-training on safety and health procedures, if necessary.
- Recommend disciplinary action for the responsible personnel if the minor non-compliance
deficiency has not been corrected after the third notification.
- Coordinate payment to EHS for all re-inspections, billed at the EHS billable rate. A minimum billable time of two hours will be charged.

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 shall perform all work in accordance with OSHA and EHS standards, as well as any other safety, health, or environmental regulations having jurisdictional authority in the State of Florida. are individually responsible for meeting and monitoring their job-specific OSHA requirements.

RELATED DOCUMENTS

EHS Policies and Procedures: http://www.ehs.ucf.edu/policies
UCF Design, Construction and Renovation Standards: http://fp.ucf.edu/resources

REFERENCES

Department of Transportation (DOT): https://www.transportation.gov/
Environmental Protection Agency (EPA): https://www.epa.gov/
Florida Department of Environmental Protection (FDEP): http://dep.state.fl.us/mainpage/default.htm
Florida Department of Health (FDOH): http://www.floridahealth.gov/
Occupational Safety and Health Administration (OSHA): https://www.osha.gov/

CONTACTS

Environmental Health and Safety: Director (407) 823-6300

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer Compliance and Risk

History: 3-112 9/10/2012

3-112.1 Campus Health and Safety