



<b>Policy Title: Environmental Health and Safety</b>	<b>Policy Number:</b>
<b>Date Issued: October 1, 2018</b>	<b>Responsible Executive: Senior Director of Environmental Health and Safety</b>
<b>Date Last Revised: May 4, 2022</b>	<b>Responsible Office: Environmental Health and Safety</b>

## Environmental Health and Safety

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### Policy Statement

Baylor University (the "University") is committed to protecting the health and safety of its students, faculty, staff, visitors and the environment. This is achieved through compliance with University policies and federal, state, and city laws and regulations. Responsibility for the administration of the University's environmental health and safety program is delegated to the Senior Director of Environmental Health and Safety and implemented through operations of the Department of Environmental Health and Safety ("EHS"). Compliance with EHS program procedures, guidelines, and applicable laws and regulations is a shared responsibility of all University members.

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### Reason for the Policy

To identify authority and responsibility for the proper management of the University's environmental health and safety program in accordance with applicable policies and regulatory requirements.

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### Individuals/Entities Affected by this Policy

This policy applies to all University employees, students, University affiliates, and visitors.

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### Exclusions

NONE

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### Related Documents and Forms

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#### University Policies and Documents

Controlled Substances in Research Policy  
Laboratory Attire in Research and Teaching Labs Policy  
Hazardous Materials Shipping Policy

1. Environmental Health and Safety Policy

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**Other Documents**

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State or Federal law

Regulations

[Texas Administrative Code Title 30 – Environmental Quality](#)

[Code of Federal Regulations Title 30, Part 1300 – Definitions](#)

[Code of Federal Regulations Title 29, Part 1910 – Occupational Safety and Health Standards](#)

[Code of Federal Regulations Title 40, Part 112 – Oil Pollution Prevention](#)

[Code of Federal Regulations Title 40, Part 262 – Standards Applicable to Generators of Hazardous Waste](#)

[Code of Federal Regulations Title 49, Part 171-177 – Hazardous Materials Regulations](#)

National Institutes of Health Guidelines

International Fire Code

National Fire Prevention Association

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**Forms and Tools**

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Forms and tools are available at [baylor.edu/ehs/](https://www.baylor.edu/ehs/)

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**Contacts**

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Subject	Contact	Telephone	Office email/web site
Policy and Support	Environmental Health & Safety	254-710-2900	<a href="https://www.baylor.edu/ehs/">https://www.baylor.edu/ehs/</a>

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**Responsibilities**

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All supervisors and employees are responsible for compliance with applicable environmental health and safety laws, regulations, and codes as well as applicable policies and procedures of the University. Responsibility for compliance follows administrative channels noted below.

<b>Department of Environmental Health &amp; Safety</b>	<p>EHS is responsible for</p> <ul style="list-style-type: none"><li>• identifying potentially hazardous conditions through regular inspections of University facilities and spaces, including but not limited to buildings, laboratories, animal use facilities, greenhouses, growth chambers, machine shops, classrooms, and offices;</li><li>• developing safety manuals and guidelines to promote safe work environments and maintain compliance;</li><li>• monitoring compliance with all applicable rules and procedures, guidelines, regulations, and laws;</li><li>• developing programs and guidelines that promote good environmental stewardship;</li><li>• providing timely and effective training;</li><li>• decommissioning laboratories and assisting investigators leaving the institution to ensure proper inactivation and disposal of biohazards and proper disposition/disposal of chemicals, radioisotopes, etc.;</li><li>• providing appropriate incident response and accident investigation;</li><li>• assisting and advising departments/units to promote a safe work environment;</li></ul>
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## 2. Environmental Health and Safety Policy

	<ul style="list-style-type: none"> <li>• assisting and advising departments in identifying individuals who by nature of their job function are at risk of potential exposure to biological, chemical, physical, and radiological hazards; and</li> <li>• conducting audits and inspections.</li> </ul>
<b>Committees</b>	<p>The following committees are responsible, in part, for developing policy and providing advice and guidance to senior management and EHS on matters of safety and the environment:</p> <ul style="list-style-type: none"> <li>• Laboratory Safety – Laboratory Safety Committee</li> <li>• Biosafety – Institutional Biosafety Committee (IBC)</li> <li>• Laboratory Research Safety Committee</li> <li>• Radiological Safety – Radiation Safety Committee (RSC)</li> </ul>
<b>Department/Unit (Deans, Directors, Department Chairs/Heads, Managers)</b>	<p>Deans, directors, department chairs/heads, and managers are responsible for:</p> <ul style="list-style-type: none"> <li>• establishing, promoting, and maintaining a culture of safety within the department/unit;</li> <li>• responding to safety and environmental inspections;</li> <li>• ensuring employees are aware of the University’s rules regarding environmental health and safety; and</li> <li>• monitoring and ensuring departmental compliance with applicable rules, procedures, guidelines, regulations, and laws.</li> </ul>
<b>Supervisors and Principal Investigators</b>	<p>Supervisors are responsible for:</p> <ul style="list-style-type: none"> <li>• identifying individuals, who by nature of their job function, are at risk of potential exposure to biological, chemical, physical, and radiological hazards;</li> <li>• assessing the workplace for chemical, physical, radiological, or biological hazards which can cause illness, injury, or impairment;</li> <li>• providing and ensuring proper use of safety equipment and personal protective equipment;</li> <li>• providing training and information regarding the EHS programs; and</li> <li>• monitoring and ensuring compliance with applicable programs and their related rules, regulations, policies, and procedures regarding safety and environment.</li> </ul>
<b>Employees, Visitors, and Students</b>	<p>Employees, visitors, and students are responsible for:</p> <ul style="list-style-type: none"> <li>• compliance with applicable state and federal laws, regulations, and guidelines as well as approved University rules and procedures.</li> <li>• reporting unsafe acts or conditions to University officials or EHS.</li> </ul>

3. Environmental Health and Safety Policy

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## **Principles**

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The University will fully comply with federal and state laws and regulations and other applicable requirements relating to environmental health and safety. These laws, regulations, and requirements, as well as institutional policy, guide EHS in the development of institutional programs and procedures which will facilitate University compliance. EHS will consult with external agencies and regulatory bodies as appropriate on behalf of the University.

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## **EHS Authority**

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The Senior Director of Environmental Health and Safety, or designee, has the authority to immediately suspend, restrict, or close immediately any operation that presents

- an immediate danger to the health, safety, or welfare of persons or property;
- a serious violation or repeated violations of institutional requirements or standards; or
- clear or threatened violation of laws or regulations.

In the event EHS orders the termination of an activity or operation, the Senior Director of EHS will immediately communicate the issue or violation to the individual(s) involved and his or her immediate supervisor. Notice will be promptly given by the Senior Director to the Vice President and Chief Compliance and Risk Officer, the Provost (as appropriate), the Associate Vice President for Public Safety and Security, the affected department head, and the appropriate regulatory agencies, as required by law.

The terminated activity may resume with the approval of the Senior Director of EHS, or designee, in consultation with the Associate Vice President for Public Safety and Security as appropriate.

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## **Inspections and Audits**

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EHS has authority to

- conduct inspections and audits to ensure safe practices and compliance with various environmental, health and safety related laws, policies, procedures and regulations;
- access all buildings and facilities on campus to inspect, sample, or monitor conditions;
- require appropriate corrective actions; and
- plan strategies including the development of new safety programs.