

Utah Tech University Policy

401: Environmental, Occupational Health, and Safety



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I. Purpose

- 1.1 Utah Tech University (“the University”) is committed to providing a safe and healthy University environment for students, employees, and visitors who wish to study, work, and attend events or activities. In addition, the University aims to be a good steward of the environment.
- 1.2 This policy provides guidance to Administration, Facilities Management, Risk Management, University Police, Human Resources, health and safety organizations, supervisors, and all students, faculty, staff, contractors, and visitors in order to maintain a safe and healthy University and meet all regulatory requirements.

II. Scope

- 2.1 This policy applies to and is for the health and safety of all University students, faculty, staff, visitors, constituents, and stakeholders at all University sites and facilities.

III. Definitions

- 3.1 **Personal Protective Equipment (PPE):** Protective clothing and equipment designed to protect the wearer from injury or illness.
- 3.2 **Principal Investigator:** The University employee who has the responsibility for the environmental health, lab safety, and/or employee/student work. They possess specialized training in environmental and/or occupational health and safety and can take the lead incident investigation and recommendation role. A supervisor may delegate the safety duties for which they are responsible, but must ensure delegated duties are performed and

obligations met.

IV. Policy

- 4.1 Safety is the responsibility of all University students, faculty, staff, visitors, constituents, and stakeholders.
- 4.2 Each individual is expected to comply with federal and state environmental and occupational health and safety laws, regulations, University policies, and safety procedures; utilize appropriate Personal Protective Equipment (PPE); complete appropriate safety trainings; and perform work in a safe and conscientious manner.
- 4.3 University employees shall report environmental and occupational hazards to immediate supervisor(s) and established incident-reporting systems, processes, and applicable department personnel.
 - 4.3.1 Examples include, but are not limited to, the following departments and reporting systems:
 - 4.3.1.1 Risk Management and Safety
 - 4.3.1.2 General Counsel
 - 4.3.1.3 Compliance Office/Title IX
 - 4.3.1.4 University Police
 - 4.3.1.5 Facilities Management
 - 4.3.1.6 Human Resources
 - 4.3.1.7 The Booth Wellness Center
 - 4.3.1.8 The Silent Whistleblower Hotline
- 4.4 Responsibilities
 - 4.4.1 Individuals (students, employees, visitors, and guests)
 - 4.4.2 Safety is the responsibility of each and every person at the University.
 - 4.4.3 All members of the University community are individually and collectively the owners of safety and share the responsibility to provide and maintain a safe and healthy environment.
 - 4.4.4 Each individual is expected to act to promote the occupational health

and safety of self, coworkers, fellow students, and all others at the University.

4.4.5 University employees are required to undergo basic hazards recognition and safety protection training within two weeks of employment.

4.4.6 Intermediate to advanced training, based on job classification and responsibilities, should be completed as soon as reasonably possible.

4.5 Supervisors

4.5.1 Supervisors are responsible for knowing and complying with all applicable general health and safety regulations and policies within their industry and/or area of work.

4.6 Department Leaders

4.6.1 Deans, Chairs, Executive Directors, Directors, and Department Heads are charged with ensuring organizational compliance with regulations and University policies to maintain a healthful and safe environment for all personnel.

4.6.2 Department leaders are expected to take appropriate action, identify hazards, and address identified issues of non-compliance in a timely manner.

4.7 Administrative Oversight

4.7.1 University administrators shall be responsible for all the support, implementation, and oversight of health and safety policies.

4.8 Laboratory Technicians and Principal Investigators

4.8.1 Laboratory technicians are responsible for complying with all State and Federal regulations when using University laboratories and while visiting off-site laboratories.

4.8.2 Laboratory technicians will abide by University policies and maintain a safe laboratory for all users.

4.8.3 Laboratory technicians are responsible for reporting any deficiencies or incidents to their supervisor, applicable parties, and the Principal Investigator.

4.8.4 The Principal Investigator is responsible for working with the laboratory technician and other University authorities to investigate and document

any safety deficiencies or incidents.

4.9 Independent Contractors

- 4.9.1 Each independent contractor or sub-contractor is responsible for understanding and adhering to this and other University policies, procedures, and guidelines.
- 4.9.2 Each independent contractor is responsible for complying with University officials who are acting in their designated capacity and with all relevant regulations over which they maintain control.

4.10 Risk Management and Safety Committee

- 4.10.1 The Risk Management and Safety Committee is charged with promoting a safe University environment while protecting the State of Utah and the University from liability and monetary loss due to property damage or theft.
- 4.10.2 The Committee will work to reduce risk in our buildings and grounds, as well as injury to our students, faculty, staff, and other University visitors.

- 4.10.2.1 The Committee will be composed of representatives from across the University, including but not limited to the following areas:

4.10.2.1.1 Risk Management and Safety

- 4.10.2.1.1.1 General Counsel
- 4.10.2.1.1.2 Housing
- 4.10.2.1.1.3 Athletics
- 4.10.2.1.1.4 Lab Management
- 4.10.2.1.1.5 College of the Arts (Technical Theatre)
- 4.10.2.1.1.6 EMS program
- 4.10.2.1.1.7 Dining Services
- 4.10.2.1.1.8 Human Resources
- 4.10.2.1.1.9 University Police
- 4.10.2.1.1.10 Disabilities Resource Center
- 4.10.2.1.1.11 Student Leadership and Involvement

- 4.10.2.1.1.12 Utah Tech University Student Association
- 4.10.2.1.1.13 Event Services
- 4.10.2.1.1.14 Facilities Management
- 4.10.2.1.1.15 Chemistry and Physics Faculty
- 4.10.2.1.1.16 Other areas as assigned by the Vice President of Administrative Affairs.

4.11 Risk Management and Safety Department

4.11.1 The Risk Management and Safety Department will provide the following:

- 4.11.1.1 Risk assessment,
- 4.11.1.2 Insurance services,
- 4.11.1.3 Community education,
- 4.11.1.4 Emergency management,
- 4.11.1.5 Incident/hazard identification,
- 4.11.1.6 Investigations and correction actions,
- 4.11.1.7 Fire and life safety prevention and training.

4.12 University Police

4.12.1 University Police will provide services, including but not limited to, the following:

- 4.12.1.1 Police and security services,
- 4.12.1.2 Crime enforcement,
- 4.12.1.3 Prevention,
- 4.12.1.4 Education,
- 4.12.1.5 Physical building security,
- 4.12.1.6 Traffic enforcement,
- 4.12.1.7 Emergency alerts,
- 4.12.1.8 Security escorts,

- 4.12.1.9 Lockouts,
- 4.12.1.10 Jumpstarts, and
- 4.12.1.11 Lost and found.
- 4.13 General Counsel: General Counsel will provide, including but not limited to, the following: training, guidance, and oversight of legal compliance with federal and state laws, including health and safety regulatory requirements.
- 4.14 Facilities Management: Facilities Management will operate, maintain, and improve University facilities by providing a safe, clean, attractive, and friendly environment.
- 4.15 Human Resources: Human Resources will provide general employee training and workers compensation programming and documentation.
- 4.16 The following occupational, industrial, environmental health and safety assessments, inspections, training, and audits will be performed, as necessary:
 - 4.16.1 Annual State of Utah Risk Management Self Inspection
 - 4.16.2 Incident/Injury/Hazard Reporting
 - 4.16.3 Online Compliance Training
 - 4.16.4 Department Training
 - 4.16.5 Fire and Life Safety System inspection, maintenance, and testing
 - 4.16.6 General emergency preparedness and safety programming
- 4.17 Enforcement Authority
 - 4.17.1 The following departments and/or personnel have the authority to implement improvement action plans consistent with the policy:
 - 4.17.1.1 Supervisors,
 - 4.17.1.2 Department leaders,
 - 4.17.1.3 Risk Management and Safety (Risk Manager, Health/Safety Officer, and Fire Marshal),
 - 4.17.1.4 University Police (Chief or Designee),
 - 4.17.1.5 General Counsel (General Counsel or Designee)

4.17.1.6 Facilities Management (Assistant Vice President or Designee)

4.17.1.7 Vice President for Administrative Affairs

4.18 In consultation with the above listed professionals, the University President may order the suspension, restriction, and closure of University facilities in the event of regulatory violations, liability risk, and/or imminent danger to the health, safety, or welfare of persons and property.

4.19 Sanctions: Violations of this policy may result in disciplinary measures and/or actions, including and up to termination in accordance with University policy.

V. References

5.1 Environmental Protection Agency (EPA) Clean Air, Clean Water and Toxic Substance Control Acts

5.2 Federal Occupational Safety and Health (OSHA) Act of 1970

5.3 NFPA 101 Life Safety Code

5.4 OSHA General Industry 29 Code of Federal Regulations 1910

5.5 Utah Administrative Code Title R614 and Rule R-710

5.6 Utah Fire Code Act Title 15A Chapter 5 (IFC)

5.7 Utah Occupational Safety and Health Act and Plan

5.8 Utah Prevention and Safety Act 53-7

VI. Procedures

6.1 Specific Health and Safety procedures shall be found on file and/or on the websites of the University's individual colleges and departments that fall under this policy. The Risk Management and Safety Department(s) may also hold them on file and and/or on their website. These include, but are not limited to, the following:

6.1.1 Asbestos and Lead Management

6.1.2 Blood Borne Pathogen Control and Repotting Plan (BBP)

6.1.3 Confined Space Permit Operation (Excavation)

6.1.4 Compressed Gas and Air Equipment Use

- 6.1.5 Drones
- 6.1.6 Environmental and Industrial Hygiene
- 6.1.7 Air and Water Quality
- 6.1.8 Operation and Construction (Fire and Special Event) Permitting
- 6.1.9 Fire Alarm and Response Plan
- 6.1.10 General Occupational Safety and Environmental Health Control for employees and independent contractor operations:
 - 6.1.10.1 Walking/Working Surfaces,
 - 6.1.10.2 Exit Routes and Emergency Planning,
 - 6.1.10.3 Powered Platforms (Manlifts/Vehicle-Mounted),
 - 6.1.10.4 Injury Prevention and PPE,
 - 6.1.10.5 Fire Protection,
 - 6.1.10.6 Machinery and Guarding,
 - 6.1.10.7 Hand and/or Powered Tools and Equipment (Scaffolding, Cranes, Forklift, Hoists),
 - 6.1.10.8 Welding, Cutting, Brazing, and Electrical.
- 6.1.11 Hazardous Communication Program (Global Harmonizing Standard GHS, Storage Safety Data Sheets SDS, Hazardous and/or Toxic Materials Handling, Management, Storage, and Disposal)
- 6.1.12 Hot Work and/or Flame Use Permitting
- 6.1.13 Laboratory Safety and Chemical Hygiene Plan (CHP)
- 6.1.14 Lock Out and Tag Out
- 6.1.15 Medical and First Aid (CPR/AED)
- 6.1.16 Vehicle and Golf Cart Use
- 6.1.17 Public Health Emergency

VII. Addenda

7.1 N/A

Policy Owner: Vice President of Administrative Affairs

Policy Steward: Executive Director of Risk Management, Fire and Life Safety Officer, and Assistant General Counsel/General Compliance Manager

History: New and combined 402 and 404

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