TAP NO. 29: THE UNIVERSITY ENVIRONMENTAL HEALTH AND SAFETY POLICY

POLICY

Duquesne University places highest emphasis on protecting the environment and the health and safety of all persons who work in or visit our facilities. Therefore, Duquesne University requires all employees, students, and visitors to strictly adhere to public safety, occupational safety and good laboratory practices and procedures as established by University procedures and required by laws and regulations. Occupational and environmental incidents can be prevented. University employees and students are expected to be committed to this premise and are responsible for their safety within the campus. Violation of University safety policies and procedures can result in disciplinary action up to and including termination.

UNIVERSITY SAFETY COMMITTEE

The President has established a University Environmental Health and Safety Committee that will direct, oversee, and coordinate all safety efforts on campus, including Public Safety, Environmental Health and Safety, Emergency Planning and Risk Management. Further, the Committee is charged with developing, maintaining, and disseminating University-wide educational environmental health and safety programs with an aim of continuously improving all aspects of environmental health and safety performance on campus. The Chairperson of the Committee shall be the Vice President for Management and Business. He shall direct and coordinate the Committee’s efforts in preventing personal injury and financial loss due to accidents. The Chairperson shall work in close coordination with the Provost and Academic Vice President for Academic Affairs and routinely report on the status of environmental health and safety on campus on an annual basis or as otherwise required.

The members of the University Environmental Health and Safety Committee shall include the directors or representatives of Public Safety, Environmental Health and Safety, Facilities Management, Risk Management, Public Affairs, the Vice President for Student Life, the Associate Academic Vice President for Research, and the General Counsel. The Committee shall meet at least twice a year.

RESPONSIBILITIES

A. PUBLIC SAFETY

The Department of Public Safety is charged with the responsibility for security, law enforcement and crime prevention on campus. It cooperates fully with Local and State law enforcement agencies. University police officers are vested with the powers, authority, and responsibilities of police officers of the Commonwealth. Public Safety is the initial first responder to any emergency occurring on campus.

B. CAMPUS SAFETY

The Environmental Health and Safety Department, in conjunction with the Facilities Management Department, ensures that all aspects of construction, maintenance and management of facilities and utilities on campus are in compliance with governing Federal, State and Local regulations regarding environmental, safety and health issues. This includes maintenance and routine testing of fire alarm systems across campus, the development and implementation of University policies and procedures, and the training of pertinent employees. A Safety Committee shall coordinate safety efforts on campus. The Committee shall include representatives from Public Safety, Laboratory Environmental Health and Safety, Facilities Management, Residence Life, Risk Management, Support Services, and faculty. The chair of the Committee will be elected by its members for a one-year term.

C. LABORATORY SAFETY

The Department of Environmental Health and Safety directs and coordinates all safety aspects in University laboratories. It facilitates compliance with the University Chemical Hygiene Plan and hazardous waste, medical waste, chemical safety, laboratory safety, and radiation safety laws and regulations. Responsibility for strict adherence to established safety procedures rest with the faculty who carry responsibility for students, employees and visitors in their research and teaching laboratories and the chair persons, department heads, directors and deans who are responsible for facilitating the implementation of chemical hygiene and safety practices in their units. A Laboratory Environmental Health and Safety Committee shall advise the department and promote safety in the laboratory workplace. The Committee shall include faculty and staff representatives from University units engaged in biological, chemical, physics, pharmaceutical, and medical laboratory teaching and research work and those involved in activities using radioactive materials. The Committee will be chaired by the University Environmental Health and Safety Officer.

REV: 5.31.11