### University Policymaking Process Checklist – (Must Accompany all Policy Drafts)

#### Required Action Items

<table>
<thead>
<tr>
<th>Policy Initiation and/or Amendment</th>
<th>Policy Name: Environmental, Health and Safety Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review <a href="https://www.nsu.edu/policy-library">BOV Policy #01 (2014) - Creating and Maintaining Policies</a></td>
<td>√</td>
</tr>
<tr>
<td>• Submit a Statement of Proposed Policy or Statement of Proposed Policy Change to the Division of Operations &amp; Institutional Effectiveness at <a href="https://www.nsu.edu/policy-library">policy@nsu.edu</a>. The proposed policy should be designated as either BOV, Administrative, or Local policy. These forms are located in the NSU Policy Library at <a href="https://www.nsu.edu/policy-library">https://www.nsu.edu/policy-library</a></td>
<td>√</td>
</tr>
<tr>
<td>• The Division of Operations &amp; Institutional Effectiveness will review and forward policy proposals to the responsible Division Vice President’s Office for review and policy development</td>
<td>√</td>
</tr>
</tbody>
</table>

#### Policy Development

| • All University policies must utilize the prescribed Policy Template located in the NSU Policy Library | √ |
| • The policy drafter should consult with appropriate subject matter experts | √ |
| • Submit the initial policy draft to the responsible Division Vice President for review/feedback | √ |
| • Submit the initial policy draft to the Division of Operations & Institutional Effectiveness at policy@nsu.edu for review and feedback | √ |
| • The policy drafter must consult with University Legal Counsel for a legal sufficiency review of the policy draft before any further action is taken | √ |
| • Follow the designated Administrative, Board of Visitors, or Local policy approval process | √ |

#### Policy Approval

| • Submit policy draft to policy@nsu.edu for posting to the University Policy Library for the mandated 30-day public comment period for new policies and 10-business days for existing Board of Visitors and Administrative policies (See BOV Policy # 1) | √ |
| • Review and incorporate into the policy draft any relevant comments received during the public comment period. Any changes to the draft must be approved by University Legal Counsel to ensure legal sufficiency | |
| - **For Administrative Policies** – The responsible Division Vice President/Executive will schedule a time to present the policy draft to the Cabinet for review and final approval | |
| - **For Board of Visitors Policies** – The responsible Division Vice President/Executive will schedule a time to present the policy draft to the Cabinet for review and approval. If approved by the Cabinet, the responsible Division Vice President/Executive will present the policy draft during the next scheduled meeting of the Board of Visitors | |
| - **For Local Policies** – Local policies are approved by the responsible Division Vice President/Executive, and do not require further review or action by the Cabinet | |
| • Upon approval, the Division of Operations & Institutional Effectiveness will communicate the policy to the University community by publishing the policy to the University Policy Library | |

#### Policy Administration, Compliance, and Maintenance

| • Policy owners must develop and execute a plan for policy education and compliance, which must be filed with the Division of Operations & Institutional Effectiveness at [policy@nsu.edu](https://www.nsu.edu/policy-library) within 30 days of policy approval | |
| • Policy owners are responsible for employee education and ongoing monitoring for compliance | |

Policy Owner’s Name ___________________________    Date Checklist Completed ______________________

Revised 07/2021
# Statement of Proposed Policy Change

<table>
<thead>
<tr>
<th>Policy Owner Name</th>
<th>Dr. Gerald Ellsworth Hunter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>June 21, 2023</td>
</tr>
<tr>
<td>Division</td>
<td>Finance and Administration</td>
</tr>
<tr>
<td>Policy Type (BOV, Administrative, Local)</td>
<td>Administrative</td>
</tr>
<tr>
<td>Policy Name</td>
<td>Environmental Health and Safety Policy</td>
</tr>
</tbody>
</table>

**Description of Proposed Policy Change:**

New Policy

**Justification for Proposed Policy Change:**

New Policy

Note: Completed forms should be submitted via email upon completion to policy@nsu.edu.

Revised 07/2021
**Policy Title:** Environmental, Health and Safety Policy

**Policy Type:** Administrative

**Policy Number:** Administrative Policy # 42 -

**Approval Date:** TBD

**Responsible Office:** Environmental, Health, Safety and Risk Management

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** Employees/Faculty/Staff/Students/Visitors

**POLICY STATEMENT**

It is the responsibility of each employee, faculty, staff, student, visitor, contractor, and volunteer to conduct work, research, instructional courses, and activities in a manner that will not adversely impact themselves, others, the surrounding community, university property, or the environment. In addition to personal conduct, it is expected that individuals will familiarize themselves with the relevant environmental health and safety policies and procedures related to their work or activities on campus, including but not limited to the Hazard Communication Plan, Chemical Hygiene and Laboratory Safety Plan, Bloodborne Pathogens Exposure Control Plan, Hearing Protection Plan, Respiratory Protection Plan, Lockout/Tagout Program and Hot Work Permit Program.

**DEFINITIONS**

Classroom activities means any instructional or research activity engaged in by students.

Classroom facilities means any facility where instructional or research activities involving students are held.
Employee means a person who is hired and paid by Norfolk State University to perform certain duties.

Faculty means university employees who have full-time tenured or tenure-track appointments; who have term faculty appointments or serve as adjunct or affiliate faculty.

Student means a person who is enrolled in a course or program of study offered by the university.

Supervisor means a university employee that is responsible for supervising other person(s).

Volunteer means a non-paid person who performs a prescribed university function or responsibility that has been approved by the authorized university representative.

CONTACTS

Environmental Health, Safety & Risk Management officially interprets this policy. The Vice President of Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Environmental Health, Safety and Risk Management Office.

STAKEHOLDERS

Employees, faculty, staff, students, visitors, contractors and volunteers

POLICY CONTENTS

A. All employees, students, visitors and volunteers at Norfolk State University are responsible for adhering to and familiarizing themselves with environmental safety and health policies, plans, procedures, guides, directives, and manuals.

B. Vice Presidents, Vice Provosts, Deans, Directors, Academic Heads, and Department Heads are responsible for understanding and implementing environmental health and safety plans, policies, and procedures applicable to employees, students, and classroom activities under their supervision, as well as work areas and classroom facilities in their unit.

C. Supervisors are responsible for understanding and implementing environmental health and safety plans, policies, and procedures applicable to employees and work areas under their supervision.

D. Faculty and other employees who, as a part of their job responsibilities, work with students are responsible for understanding and implementing environmental health and safety plans, policies, and procedures applicable to students, classroom facilities and activities under their supervision.

E. Responsibility for administration of this policy lies with Environmental, Health, Safety and Risk Management (EHSRM). In addition, EHSRM is responsible for the administration
and implementation of general university environmental health and safety programs. Specific responsibilities of EHSRM include:

1. Develop and maintain general environmental health and safety plans, policies, and procedures related to emergency preparedness, environmental compliance, fire safety, laboratory safety, occupational health and occupational safety.
2. Provide technical assistance in all environmental health and safety matters related to emergency preparedness, environmental compliance, fire safety, laboratory safety, occupational health and occupational safety.
3. Provide general environmental health and safety training to employees, faculty, staff, students, and visitors in accordance with applicable local, state, and federal regulations.
4. Serve as Norfolk State University’s primary point of contact with local, state, and federal officials regarding codes, regulations, and reporting requirements with regard to emergency preparedness, environmental compliance, fire safety, laboratory safety, occupational health and occupational safety.
5. Assist supervisors, employees, faculty, staff, students, and volunteers with the assessment and management of specific risks upon request.
6. Provide administrative support and implement decisions of the various university safety and emergency management committees.

EDUCATION AND COMPLIANCE
The Responsible Office will make every effort to educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

All stakeholders have a shared responsibility for complying with this policy, and specific stakeholders have additional compliance related responsibilities and authorities:

A. EHSRM personnel may suspend or cease activities and operations that are not in full compliance with university environmental safety and health plans, policies, and procedures.
B. EHSRM may inspect and audit university facilities to monitor and assess safety and health conditions, as well as compliance with environmental health and safety plans, policies and procedures.
C. Faculty and researchers are responsible for identifying and communicating instructional and research projects involving biohazardous materials with EHSRM and working together to determine environmental, health and safety requirements.
D. Supervisors are responsible for implementing corrective and disciplinary actions for employees under their supervision when environmental health and safety plans, policies, and procedures are not followed.
E. Faculty and other employees who, as a part of their job responsibilities, work with students are responsible for implementing corrective and disciplinary actions for students.
under their supervision when environmental health and safety plans, policies, and procedures are not followed.

PUBLICAION
Upon approval, policy may be found in the Norfolk State University Policy Library and the Facilities Management EHSRM webpage.

REVIEW SCHEDULE
Next Scheduled Review: MM/DD/YYYY
Approved by: xxx
Revision History: None
Supersedes: None

RELATED DOCUMENTS
None

FORMS
None