



**Policy Title:** Environmental, Health and Safety Policy  
**Policy Type:** Administrative  
**Policy Number:** 42 - 30  
**Approval Date:** 11/01/2023  
**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.

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**DEFINITIONS**

- Classroom activities - any instructional or research activity engaged in by students.
- Classroom facilities - any facility where instructional or research activities involving students are held.
- Employee - a person who is hired and paid by Norfolk State University to perform certain duties.
- Faculty - university employees who have full-time tenured or tenure-track appointments; who have term faculty appointments or serve as adjunct or affiliate faculty.
- Student - a person who is enrolled in a course or program of study offered by the university.
- Supervisor - a university employee that is responsible for supervising other person(s).
- Volunteer - 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 EHRSRM will provide education and training for all stakeholders and appropriate audiences on the purpose of the policy.

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

- A. EHRSRM 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. EHRSRM 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 EHRSRM 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.

## **PUBLICATION**

The policy may be found in the Norfolk State University Policy Library and the Facilities Management EHRSRM webpage.

## **REVIEW SCHEDULE**

Next Scheduled Review: 11/01/2026

Approved by: 11/01/2023

Revision History: None

Supersedes: None

## **RELATED DOCUMENTS**

None

## **FORMS**None