

## UMBC POLICY ON ENVIRONMENTAL SAFETY AND HEALTH MANAGEMENT AND ENFORCEMENT UMBC #VI-13.00.01

### I. POLICY STATEMENT

This Policy on the Environmental Safety and Health Management and Enforcement is intended to provide guidance regarding compliance with federal, state, and local regulations for environmental protection (air, water, soil), occupational safety, public health, biological safety, fire safety, hazardous materials management, and UMBC risk management requirements.

### II. PURPOSE OF THE POLICY

The purpose of this document is to establish guidance based on the following principles: (1) Compliance with applicable local, State and Federal environmental, safety and health laws and regulations, (2) support for UMBC Environmental Safety and Health policies; (3) encouragement of the practice of personal accountability; and, (4) encouragement for those who do business with the university to apply these principles when on the UMBC campus.

### III. APPLICABILITY AND IMPACT STATEMENT

This policy addresses UMBC faculty, staff, and students. This policy does not apply to public or personal security and/or crime prevention.

### IV. CONTACTS

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following office:

Subject	Contact	Telephone
Policy Clarification	Director of Environmental Safety & Health (ESH)	410-455-2918

### V. UNIVERSITY POLICY

- A. Use:** UMBC Environmental Safety & Health (ESH) is responsible for the administration of UMBC ESH policies and ensuring UMBC's compliance with all environmental safety and health regulations. ESH is responsible for all official UMBC contact with external governmental regulatory agencies concerned with workplace environmental safety and health compliance. When warranted, ESH will work with the UMBC Office of General Counsel to coordinate UMBC responses to inquiries, complaints, and lawsuits from regulatory agencies and other formal proceedings.

**B. Documentation:** UMBC is committed to investigating and appropriately reporting all environmental health and safety incidents. It is the responsibility of all employees of UMBC to disclose fully any activity that may have, or already has resulted in a violation of any environmental safety and health regulation and to participate cooperatively in the investigation and remediation of any incidents. UMBC ESH will be responsible for documenting all such situations. (See further details in VIII below.)

**VI. DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Delegating Authority	Department of Environmental Safety & Health
Departmental Compliance Officer	Representatives from the areas noted in VII, 2., C. below who are designated by the applicable Dean to serve on the ESH Committee
ESH Compliance Officer	Director of the Department of Environmental Safety & Health
UMBC ESH Committee	The committee as described in VI., C., 2 below

**VII. APPROVAL AND PROCEDURES**

**A. Pre-approval is required:** Not applicable.

**B. Approval:** Not applicable

**C. Procedures:**

1. Each Department and its Principal Investigators (PIs) are responsible to conduct its operations in accordance with all applicable laws and regulations and to adhere to UMBC’s environmental safety and health policies. Under ESH guidance and assistance, these responsibilities include the following:
  - Ensure that employees receive appropriate safety training;
  - Inform employees about workplace hazards and safety procedures;
  - Correct violations identified during ESH audits;
  - Assist with investigating incidents and employee complaints; and,
  - Enforce ESH policies.
  
2. Each Dean shall designate Departmental Compliance Officers to serve on the UMBC Environmental Safety and Health Committee (“Committee”) with representation from the following areas: Biological Sciences, Chemistry and Biochemistry, Chemical and Biochemical Engineering, Fine Arts, Physics, and Technology Research Center (TRC). The Committee shall be chaired by the Director of the Department of Environmental Safety & Health.

Each Departmental Compliance Officer shall have authority delegated from the Dean, Chair, or Director, as applicable, to work collaboratively with ESH to establish procedures, investigates complaints/incidents, and, if necessary, serves on a Board of Inquiry.

Each Departmental Compliance Officer shall have the responsibility to report activities of concern to safety and health to the delegating authority and the ESH Director. The Departmental Compliance Officers serve as associates and adjuncts to ESH professional staff within the scope of the policy and are selected based on their expertise and influence within their respective departments.

3. The UMBC ESH Committee (“Committee”) serves as the primary source of policy guidance on all matters pertaining to environmental health and safety compliance and related regulatory developments. The UMBC ESH Committee is responsible for recommending policies and procedures that will ensure compliance with current environmental health and safety regulations to the Associate Vice President for Administrative Services and General Counsel.

The Committee is charged with examining the gradations of response possible for a given environmental health and safety regulation and recommending an appropriate course of action for the institution and its employees. In this context, the Committee recommends UMBC policy and procedures for approval and monitors regulatory developments and compliance.

4. When using UMBC resources and/or property, UMBC Faculty, Staff, and Students are responsible for conducting their individual activities at UMBC in compliance with all applicable federal, state, and local laws and regulations as well as UMBC and departmental policies. The success of UMBC’s environmental safety and health management activities directly depend upon the active involvement of individuals through participation in training, adherence to established safety and environmental procedures, reporting hazards and potential violations of regulations, and recommending improvements. See ESH website for further information at <http://www.umbc.edu/safety/>
5. UMBC views compliance with all ESH laws and regulations as an expectation of continued employment, and violation of such requirements may be considered grounds for disciplinary action against faculty, staff and students. Further, governmental agencies have established increasingly strict environmental, health and safety regulations, which may include civil penalties and individual criminal prosecution leading to possible imprisonment and fines. Accordingly, UMBC expects all faculty, staff, students, and those who use UMBC property and/or resources to be vigilant in complying with all applicable environmental, safety and health laws.

In exceptional incidents or in cases of recurrent non-compliance, the appointees of the ESH Committee will serve as a Board of Inquiry and will make recommendations to the Associate Vice President for Administrative Services, Provost, Deans, Vice Presidents, and the Office of General Counsel, if warranted, for possible disciplinary and/or corrective action or may unilaterally terminate specific work activity.

## **VIII. DOCUMENTATION/REPORTING MECHANISM**

- A. UMBC faculty, staff, or students shall (i) report any environmental, health and safety incident and/or activity that may have or already has resulted in a violation of any environmental safety and health regulation or is an imminent threat to life and public health, safety and/or property and (ii) participate cooperatively in the investigation and remediation of any incidents. Such reports shall be made to the applicable departmental Compliance Officer and the Director of ESH, or his designee, or in both absences to the Associate Vice President for Administrative Services.
  
- B. A supervisor, appointing authority, or the head of an area may not take, or refuse to take, any personnel action as a retribution against a student, staff, or faculty person who discloses information that the student, staff or faculty person reasonably believes evidences: (1) a violation of local, state, or federal environmental, safety or health laws or regulations; and/or (2) a substantial and specific threat to public health and/or safety, except that actions for defamation or invasion of privacy are not prohibited, nor is personnel action that would have been taken regardless of the disclosure of information.

**IX. RESTRICTIONS AND EXCLUSIONS:** Not applicable

**X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:** Not applicable

**Policy Number:** VI.13.00.01

**Policy Section:** General Administration

**Responsible Administrator:** Director of ESH

**Responsible Office:** Environmental Safety & Health Department

**Approved by President:** \_\_\_\_\_ (date)

**Originally Issued:** \_\_\_\_\_ (date)

**Revision Date:** \_\_\_\_\_ (date)