UNIVERSITY OF KENTUCKY® Regulations

Administrative Regulation 6:3

Responsible Office: EVPFA

Date Effective: 8/24/16

Supersedes Version: 6/4/2008

Environmental Health and Safety

Major Topics

Entities Affected

Responsibilities

- Environmental Health and Safety (EHS)
- Senior Administrators
- Educational and Administrative Unit Administrators
- Supervisors
- Employees
- Students
- Visitors

I. Introduction

The University of Kentucky (the University) endeavors to maintain a safe and healthy environment for its students, employees, and visitors through effective environmental health and safety programs. The University positions itself as a leader within the Commonwealth in environmental stewardship, health protection, and safety standards and expects all students, employees, and members of the University community to comply with applicable environmental, health, and safety laws and regulations.

This regulation mandates compliance and assigns specific responsibilities associated with implementation and maintenance of the University's environmental health and safety programs.

II. Entities Affected

This regulation applies to all members of the University community.

III. Responsibilities

A. Environmental Health and Safety Division

The President has ultimate authority for the University's compliance with environmental, health, and safety standards at all University facilities. The President has authorized the Environmental Health and Safety

Division (EHS) to coordinate the University's environmental health and safety programs and to monitor the University's compliance with applicable standards and policies.

EHS's programs are intended to provide safe and healthy conditions for work and study, protect the environment, and comply with applicable laws and regulations. EHS serves the University community by providing technical services, education and training, periodic audits, and compliance assistance.

EHS's specific responsibilities include, but are not limited to, the following:

1. Functioning as consultants to deans, directors, heads of academic and administrative units, other faculty and staff members, and students in all areas of environmental health and safety;

2. Performing environmental health and safety incident investigations as necessary;

3. Assisting departmental safety committees and designated safety staff in the development of intra-departmental safety and environmental compliance programs, and participating in environmental health and safety training and education projects;

4. Providing technical assistance in determining existing or potential risks to the environment or to human health and safety and existing or potential violations of applicable regulatory standards through consultations and code interpretations either for existing operations and facilities or for those which are being planned;

5. Inspecting and reporting on the environmental health and safety aspects of University operations and facilities, either through routine inspections or through special requests from a department with the results reported in writing to the appropriate administrative officials;

6. Maintaining current reference materials from local, state, and federal agencies, in regard to environmental health and safety rules and regulations affecting campus operations, and assisting in the technical interpretation of same; and

7. Developing appropriate environmental health and safety standards for unique campus situations and submitting them for administrative approval.

B. Senior Administrators (President, Executive Vice Presidents, Provost, and Vice Presidents)

Senior Administrators are responsible for providing appropriate financial and organizational support to ensure University operations are conducted safely and in compliance with applicable environmental health and safety laws, regulations, and University policies.

C. Educational and Administrative Unit Administrators

Unit administrators are responsible for ensuring that each academic or administrative unit under their authority conducts its operations in accordance with all applicable laws, regulations, and University policies. This responsibility includes, but is not limited to:

1. Ensuring the use of appropriate safety practices, equipment, and facilities in activities under their authority;

2. Establishing and maintaining all required safety programs in their units;

3. Implementing specific unit-level policies and procedures for environmental health and safety compliance.

D. Supervisors

Supervisors are responsible for protecting the health and safety of the employees under their direction, as well as students and visitors as appropriate. Additionally, supervisors are responsible for providing a working environment free from safety and health hazards. Specific responsibilities include, but are not limited to, the following:

1. Following all environmental health and safety standards, rules and regulations including those specific permits issued to the University by local, state and federal regulatory agencies;

2. Informing new employees, students, and visitors about their specific responsibilities, as well as environmental compliance, health and safety procedures, rules, and regulations;

3. Ensuring that required equipment and personal protective devices are provided, maintained, and used;

4. Taking prompt corrective action when unsafe acts or conditions are reported or noted;

5. Providing for health and safety training and education on a continuing basis;

6. Immediately seeking medical treatment for all employee, student, and visitor injuries and illnesses as required;

7. Promptly notifying UK Workers Care of all employee injuries and illnesses resulting in treatment beyond first aid (treatment by emergency medical and/or licensed health care personnel) and requesting medical treatment as required; (See HR Policy 96)

8. Promptly investigating and reporting to EHS all University related environmental health or safety concerns;

9. Coordinating or conducting internal inspections to ensure safe and healthful conditions;

10. Requesting the assistance of the next higher level of supervision regarding budget requests for health and safety improvements as needed; and

11. Taking specific actions to prevent unauthorized entry to labs, securing highly hazardous materials against theft, and ensuring compliance with security regulations.

E. Employees

Employees are responsible for complying with all applicable environmental health and safety standards, rules, and regulations including those specific permits issued to the University by local, state, and federal regulatory agencies. These responsibilities include, but are not limited to, the following:

1. Reporting to the supervisor all conditions that pose a threat to human health, safety, or the environment;

2. Wearing or using prescribed protective equipment;

3. Reporting any job-related injuries or illnesses to the supervisor and seeking treatment promptly;

4. Reporting to EHS any accidents, injuries or illnesses involving a student or visitor; and

5. Operating any equipment only with proper instruction and authorization.

F. Students

Students are responsible for complying with existing environmental health and safety standards, rules, and regulations including those specific permits issued to the University by local, state, and federal regulatory agencies. These responsibilities include, but are not limited to, the following:

1. Reporting all conditions that pose a threat to human health and safety and to the environment to an appropriate authority;

2. Wearing or using prescribed protective equipment;

3. Reporting any University related injury or illness to a supervisor or an appropriate authority and seeking treatment promptly; and

4. Operating any equipment only with both proper instructions and authorization.

G. Visitors*

All visitors engaging in research, clinical, or educational activities are subject to the requirements of Section E above.

* Except as outlined in the policy "Minors in Research Laboratories or Animal Facilities", visitors under the age of 18 who are not enrolled as a University student are not authorized to work or conduct research in University research laboratories, greenhouses, or animal facilities.

References and Related Materials

Minors in Research Laboratories or Animal Facilities

Revision History

6/11/1994, 9/23/1994, 6/11/1996, 6/4/2008, 8/24/2016, (6/10/2022 Updated for Typos)

For questions, contact: Office of Legal Counsel