

**NORTH CAROLINA STATE UNIVERSITY
ENVIRONMENTAL HEALTH AND SAFETY POLICIES AND PROGRAMS**

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**NORTH CAROLINA STATE UNIVERSITY POLICY
REGARDING OCCUPATIONAL HEALTH AND SAFETY**

It is the intent of NC State University to provide the safest possible environment in which students, staff, and faculty may pursue their activities.

THE NC STATE UNIVERSITY APPROACH TO SAFETY

NC State has established administrative procedures for the reduction and prevention of on-the-job accidents and illnesses and for the protection of the environment. Moreover, these procedures will be continually reviewed and appropriately modified. These procedures are to be used as a foundation for establishing safety and environmental health programs in every unit of the University.

We believe that managing our environmental resources and safety programs merits the highest priority in the conduct of all University operations. In this context, and keeping with the NC State's spirit of leadership and innovation, the University has made a commitment to an environmental health and safety program, which will serve as the model for other academic institutions.

At NC State no job is so important nor service so urgent that we cannot take the time to perform our work safely and in an environmentally sound manner. Each line manager and each employee is responsible for assuring that all activities result in an acceptable level of risk to themselves, to others present, to the general population and to the environment.

We will conduct our operations and construct facilities in a manner to protect employees, the environment, conserve resources, minimize waste, and comply with all applicable regulations.

In the area of radiation safety, NC State has adopted the "ALARA" (As Low As Reasonably Achievable) philosophy; thus, all units of the University shall make every effort to minimize radiation exposures and releases of radioactive materials in effluents to unrestricted areas.

**The NC State University Board of Trustees approved these statements
on February 17, 1995**

1.0 ENVIRONMENTAL HEALTH AND SAFETY POLICIES AND PROGRAMS

1.1 Introduction

The University has established administrative policies to reduce and prevent on-the-job accidents and illnesses and to protect of the environment. These policies are to be used as a foundation for establishing safety and environmental health programs in each organization.

1.2 Policy

It is NC State's environmental health and safety policy that no job is so important, nor service so urgent, that we cannot take time to perform our work safely, or in an environmentally conscientious manner.

The University will operate its facilities and conduct its operations in compliance with all applicable regulations to protect:

- Employees
- Students
- University property
- External community, and
- Natural resources and the environment.

1.3 Elements of the Environmental Health and Safety Program

The University's environmental health and safety program encompasses seven major elements:

- The most important element is **you**. You are responsible for assuring that all your activities result in an acceptable level of risk to yourself, to others present, to the general population, and to the environment.
- Your immediate **supervisor** is responsible for keeping you apprized of the approved procedures and information related to the health and safety of your activities.
- Your **laboratory director, or in the case of work with radiation, the authorized user in charge**, holds the authority for work with hazardous substances, radioactive materials, or radiation producing devices. Therefore, the laboratory directory is responsible for insuring that all work is conducted with full regard for personal safety and health in accordance with the laboratory safety plan and/or the approved radiation use project.
- Your **department head** is responsible for establishing and maintaining a work environment, which fosters the appropriate health and safety procedures in all activities of the department.
- Your **unit safety committee**, the group which seeks resolution of recognizable safety and health problems in each college or business unit, acts as liaison with the Environmental Health and Safety Center in matters of health and safety.
- The **Environmental Health and Safety Center (EH&S Center)** with its **divisions**, administers the health and safety programs of the University and provides professional assistance and expertise to members of the University community in matters of occupational health and safety.
- **Health and Safety Committees** provide appropriate input to the EH&S Center. The members of these committees are drawn recognized experts in areas related to the respective committee's activity. Safety Committees include the Occupational Safety and Health Council, Hazardous Materials Committee, Biosafety Committee, Radiation Safety Committee, and Unit Safety Committees.

The success of the University's safety and health effort depends on all of us working together and accepting personal responsibility for our safety and the safety of those with whom we work.

1.4 Purpose

The purpose of NC State's environmental health and safety programs is to:

- Provide students, faculty, and staff with a safe and healthy work environment,
- Develop a safety consciousness among employees and others engaged in work for NC State so that accidents (personal injuries and property damage) and occupational illnesses will be reduced to a minimum,
- Identify and control safety, public health, and environmental hazards associated with their operations,
- Work constructively with government agencies and others to develop and implement laws, regulations, and standards to protect public health, safety, and the environment, and
- Work with the University administration to assure adequate funding and staffing for environmental health and safety programs.

1.5 Environmental Health and Safety Program Divisions

This section is divided into two units:

- **Unit A - General Safety Policy and Responsibilities** provides information on the overall structure of the University safety program, including the structure and function of environmental health and safety committees.
- **Unit B - Environmental Management Plan** provides information on environmental programs and practices to ensure the protection of the environment and the health of students, faculty, and staff.

1.6 University Environmental Health & Safety Manuals

The University environmental health & safety policy is implemented through a series of manuals, handbooks, and other documents, as appropriate to the operations of the University. These manuals are listed below and are available by accessing the NC State Environmental Health and Safety Center Home Page. (For faculty, staff, and students with no Internet access, hard copies are available by request.)

The EH&S Center is responsible for the development, distribution, and maintenance of these manuals. The following list of manuals provides information on environmental health and safety policies that students, faculty, and staff must follow at university workplaces.

- Health and Safety Manual
- Radiation Safety Manual
- Biosafety Manual (not on-line - request hard copy as necessary)
- Chemical Waste Management Program / Waste Generator Manual
- Environmental Management Plan

The policies are intended to provide personnel with information to meet all local, state, and federal guidelines for occupational safety and health.

Information on environmental health and safety training programs is available by contacting the EH&S Center. University safety programs are designed to reduce or prevent occupational injuries

and illnesses through appropriate training and preventive activities.

2.0 UNIT A - GENERAL SAFETY POLICY AND RESPONSIBILITIES

2.1 University Health and Safety Policy

2.2 Introduction

NC State believes that the safety and health of students, faculty, and staff are of the greatest importance.

2.3 Safety Policy

NC State will conduct its operations and construct and maintain its facilities in a manner conducive to the creation of a healthy and safe work environment for all personnel and the surrounding community.

2.4 Safety Goals

Employees should realize the following goals through the safety and health policy:

- The development of an ongoing safety consciousness among all members of the University community, and
- A reduction in occupational injuries and illnesses and the associated loss of productivity.

2.5 Safety Principles

The success of the University's safety and health effort depends on:

- Administrators taking responsibility for preventing occupational injuries and illnesses,
- All students, faculty, and staff participating in health and safety training programs and recognizing that it is to everyone's advantage to work safely,
- Acceptance of the concept that all serious injuries can be prevented, and
- Acceptance of the concept that accidents are preventable by providing appropriate training, utilizing engineered safeguards, and thinking about the safest way to do a job.

Although the EH&S Center is the lead organization for developing and managing the University safety programs, all individuals and organizations, from the Chancellor to each employee or student, have responsibilities for implementation. The EH&S Center, through the Health and Safety Manual and other means, works to ensure that everyone understands the importance of their roles in safety compliance at NC State.

The primary element in ensuring the success of the safety program is the individual.

2.6 Responsibilities for Safety Policy Implementation

2.6.1 Individual Responsibility

All University employees have an individual responsibility to:

- Know and follow all safety and health rules, policies, and procedures for the area in which they are working,
- Maintain a safe work environment,
- Use good judgment and think about the safest, practicable way to do their job,

- Immediately report to their supervisor all
 - unsafe conditions and accidents
 - work related injury, illness, or accident,
- Know the hazards of the materials and equipment they work with and follow the specified precautions,
- Properly use all safety equipment provided,
- Participate in exposure hazard measurement programs, and
- Participate in safety training programs.

All University employees also have a collective responsibility to assure that their work activity is conducted in such a way as to not adversely affect the safety of others.

2.6.2 Environmental Health & Safety Center (EH&S Center)

The EH&S Center is responsible for providing educational, technical, advisory, and operational support to the campus community by working in cooperation with university personnel to protect the environment and promote a safe and healthy workplace.

2.6.3 First Level Supervisor/Work Area Supervisor/Lab Manager

Managers and supervisors are responsible for being knowledgeable of and implementing applicable policies and taking other action, as required, to assure that personnel and the operations they supervise comply with applicable requirements. This includes taking positive action to:

- Instructing employees in safe work methods,
- Keeping the individual who is performing a specific tasks apprized of the most recent safety procedures for that task and trained in its implementation,
- Ensuring that they perform their work according to requirements,
- Informing employees of the safety hazards associated with their work,
- Evaluate the cause of accidents and incidents associated with their operations, and
- Report work related accidents, injuries, and illnesses by using the North Carolina Industrial Commission Form 19 and the Supervisor Accident/Reporting Form. Forms must be returned to the EH&S Center.

2.6.4 Deans, Directors, and Department Heads

Deans, Directors, and Department Heads have the primary responsibility for operations in their organizations and for taking the necessary measures to assure that all division or department-related activities comply with established safety requirements. They should comply with all requirements specified by the University Health and Safety Manual, including all North Carolina State policies and procedures applicable to their operations, as well as other directive memoranda.

3.1 Regulatory and Compliance Inspections

Many different environmental regulatory agencies may conduct inspections at North Carolina State University (NC State). The University is not exempt from compliance with occupational health and safety and environmental regulations. Agencies that may conduct compliance inspections include the North Carolina Department of Environment, Health and Natural Resources, Raleigh Department of Public Utilities, Department of Labor and the Nuclear Regulatory Commission.

North Carolina State Agencies, such as the University, can receive fines from N.C. regulatory agencies. The penalties assessed can be comparable to those assessed in the private sector. The University department receiving the penalty is responsible for payment.

It is the policy of NC State to comply with all applicable environmental health laws and regulations and provide any appropriate documentation during compliance inspections. The EH&S Center will provide support to departments and pertinent information to the agency if an inspection occurs. For additional information, see http://www2.ncsu.edu/ncsu/ehs/procedures/mngt_plan/general/resp_reg.html.

4.0 NC STATE UNIVERSITY REQUIREMENTS FOR MEDICAL SURVEILLANCE

In order to identify, at an early stage, medical conditions which could lead to occupational illness or disease, medical surveillance of employees is sometimes used to supplement workplace inspections and air monitoring. Medical surveillance is required by federal law for the use of certain chemicals under specific conditions. Additional situations where medical surveillance may be appropriate have also been identified. For those cases where medical surveillance is required by the University, continued performance of the task requiring surveillance is contingent upon completion of these exams. In situations where employees receive medical exams, communication and record keeping guidelines should be followed. These requirements are explained fully in the Medical Surveillance Section of the Health and Safety Manual. If you supervise people who work with chemical, biological, physical agents (ionizing radiation, noise, lasers, etc.) or wear a respirator for any reason, please review these requirements and contact the EH&S Center.

5.0 RESPONSIBILITY OF UNIVERSITY ENVIRONMENTAL HEALTH AND SAFETY COMMITTEES

The purpose of university health and safety committees is to evaluate and assist in directing safety and health programs for University employees. These committees are not part of the University Committee on Committee Procedures and as such, committees shall follow the provisions of the General Faculty bylaws, Article VII, Section 4. This requires that "all standing and ad hoc committees should forward reports to appropriate administrative officers and to the Faculty Senate [Box 7111] for its consideration and whatever action it may deem appropriate."

Committees meet as specified below or at the request of a committee member (special meeting). The Committee Chair or Vice Chair may call special meetings. All health and safety committees shall be listed in the Campus Directory.

5.2 Committees

Health and safety committees are composed of representatives from affected University departments. All committee members, including ex officio members may vote on committee business. A simple majority of those members that are present is required to uphold a vote. Reappointment of committee members is permitted. For each term, appointment dates should start September 1 of each year and end August 31. In all cases, appointments to committees are made to assure that the committees are composed of representatives from the community that the Committee represents. University safety committees are listed below.

- Occupational Safety and Health Council (OSHC)
- Radiation Safety Committee (RSC)

- Reactor Safety and Audit Committee (RSAC)
- Biosafety Committee/Institutional Biosafety Sub-committee
- Hazardous Materials Committee
- Unit Safety Committees

5.3 Committee Responsibilities

Each committee will:

- Evaluate needs and define goals in accordance with the perspective committee charter,
- Recommend action to the Director of the EH&S Center or other appropriate personnel when required to assure compliance with the University Environmental Health and Safety Policy, and
- Monitor and report activity and assure that deficiencies are corrected.

5.4 Occupational Safety and Health Council (OSHC)

The OSHC is the principal representative body of the University responsible for health and safety-related issues. The Council is charged to:

- Advises the Chancellor on matters relating to the safe conduct of teaching, research, and extension,
- Reviews summaries of injury and illness records,
- Reviews summaries of workplace inspections performed by the NC Department of Insurance and other environmental health and safety regulatory agencies,
- Performs other functions determined by the Chancellor to be necessary for the effective implementation of the State Employee Workplace Requirements Program for Safety and Health and,
- Issues an annual status report on environmental health and safety program needs at the University.

Membership on the OSHC consists of the Chairs of the Biosafety Committee, the Hazardous Materials Committee, the Radiation Safety Committee, the Research Committee, and the Unit Safety Committees. Additional members include one representative each from the Faculty Senate, the Student Senate, and the Graduate Student Association. Ex officio members include the Director of the Environmental Health and Safety Center, the Associate Vice Chancellor for Research, Extension and Outreach, the Facilities Operations Safety Officer, and the Coordinator of the University Safety Hotline Program.

The Vice Chair of the Council is appointed by the Chancellor from previous Chairs of University safety committees. At the end of each year, the Vice Chair will ascend to the position of Chair.

The Council meets at least two times a year and is provided with staff assistance from the EH&S Center. The Chancellor personally calls to order the first meeting of each academic year and provides a charge to the Council in person.

5.5 Hazardous Materials Committee

The Committee advises the Director of the EH&S Center on matters relating to the safe use of hazardous materials in conducting the teaching, research, and extension missions of the University. The Committee also performs the following functions:

- Assist the Director in developing policies and procedures to meet federal, state, local and University regulations relating to hazardous materials,
- Serves as an appeals board in the case of actions taken by the EH&S Center that are alleged to unfairly impact the activities of faculty, staff, or students, and
- Functions as a "Chemical Hygiene Committee" as specified by federal regulation 29CFR1910.1450.

Membership consists of faculty and staff representing University units with significant use of hazardous materials, but in no case less than nine members. The term of membership is three years and arranged so that at least one third of the members are replaced each year. Appointments are made by the Provost and Vice Chancellor for Finance and Business based on recommendations from the Committee and the Director of the EH&S Center. During the last meeting of the year, the Committee elects a Vice Chair. After one year, the Vice Chair will ascend to the position of Chair. Ex officio members include the EH&S Center Director, Environmental Affairs Manager, Industrial Hygiene Manager, and Biosafety Officer.

The Committee meets at least four times a year. The Director of the EH&S Center calls to order the first meeting of each academic year and provides a charge to the Committee in person.

5.6 Biosafety Committee

The Biosafety Committee advises the Director of the EH&S Center on matters relating to the safety and use of biohazards, including, but not limited to:

- Communicable infectious agents,
- Regulated human and animal body fluids,
- Sharps (needles, scalpels, etc.),
- Pathological waste,
- Recombinant DNA,
- Venomous reptiles, arachnids, and insects
- Toxins originating from bacterial, fungal, plant, animal, or other organisms, and
- Assuring compliance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen rule.

The Biosafety Committee is composed of nine members; at least three members should be from the College of Veterinary Medicine. Terms of membership are for three years with three committee members replaced each year. Appointments are made by the Provost and Vice Chancellor for Finance and Business. The Biosafety Officer and EH&S Director serves as ex officio members of the Committee.

During the last meeting of the year, the Committee elects a Vice Chair. After one year the Vice Chair ascends to the position of Chair. The Committee meets at least three times per year.

As a sub-committee of the Biosafety Committee, an Institutional Biosafety Committee (IBC) is established. The Institutional Biosafety Committee is responsible for reviewing and approving recombinant DNA projects in accordance with the requirements of the National Institute of Health (NIH).

The Institutional Biosafety Committee is composed of six members, three from the Biosafety Committee and three from the campus community that are likely to have recombinant DNA projects. The Biosafety Committee will appoint the IBC members. The term of membership is three years with two members replaced each year. The Chair of the Committee is elected each year by the IBC. The sub-committee will meet as necessary to review recombinant DNA projects.

The EH&S Center Director serves as ex officio member.

5.7 Radiation Safety Committee

The existence of the Radiation Safety Committee (RSC), which provides oversight of radioactive materials and radiation emitting devices used in research activities on NC State University campus, is mandated by federal and state licenses. The primary responsibility of the RSC is to ensure that radioactive materials and radiation producing devices, including the research nuclear reactor, are used in the safest possible manner minimizing risk to members of the faculty, staff, students, general public and the environment.

The Committee monitors the NC State Radiation Safety Program that includes the duties and responsibilities of the Radiation Safety Division and the Radiation Safety Officer. Specifically, the RSC is responsible for ensuring that procedures are established for the:

- Approval of the purchase, use, transfer and disposal of all radioactive materials or radiation emitting devices
- Review and evaluation of the activities and policies of the Radiation Safety Division that affect the radiation safety program
- Reviewing changes and updates to the Radiation Safety Manual
- Overseeing of the licensed authorized users
- Final review and approval of the Reactor Safety and Audit Committee (RSAC) actions
- Advising University management on all safety issues relating to the use of radioactive materials or radiation emitting devices on campus
- Conducting an annual audit of the radiation safety program operations and performance

The RSC is composed of faculty and non-faculty members who are actively engaged in teaching / research involving radioactive materials or radiation emitting devices or who are knowledgeable in the nuclear science or radiation safety fields. The number of faculty members varies, but must be sufficient to represent the user community on NC State campus. All Committee members are appointed for at least a three (3) year term by the Vice Chancellor for Finance and Business and the Provost. The terms of appointment are staggered in such a way that only **one third** of the members rotate off the committee each year. This process ensures the continuity of adequate expertise and user community support on the Committee. Reappointment of members for additional terms or extending a member's term of appointment is permitted. Additional members of the RSC will be appointed from the Faculty Senate, University Management, Veterinary College Management, Department of Radiology, and Facility Operations to provide technical expertise. Further, the Radiation Safety Officer (RSO), one additional Radiation Safety Division staff member to be named by the RSO, Director of Environmental Health & Safety, the Chair of the Reactor Safety and Audit Committee (RSAC), Reactor Health Physicist and the Manager of Nuclear Reactor Operations will serve as permanent RSC members.

The RSC Chair and Vice Chair are selected from among the faculty membership. The Chair will serve for 2 years then the Vice Chair will succeed the Chair who will serve one additional year as Past Chair to ensure continuity. The terms of office begin on September 1st and end August 31st each year. The RSC will meet at least 4 times each year, but may hold additional meetings if necessary. A simple majority of the membership must be present to hold a meeting and all members have voting status. Approved Committee minutes will be distributed to the Chancellor, Provost, Vice Chancellor for Research, Vice Chancellor for Finance and Business, Director of Environmental Health & Safety, Faculty Senate, and University Archives.

5.7.1 Reactor Safety and Audit Committee

The Reactor Safety and Audit Committee (RSAC), mandated by the federal nuclear facilities license, provides specialized, regulatory-based oversight of the University Nuclear Reactor. Specifically, the Committee is responsible for:

- Assuring that the reactor is operated in compliance with the facility license and all applicable regulations,
- Reviewing responsibilities to determine that any new or proposed changes in equipment, systems, tests, experiments, or procedures do not involve an un-reviewed safety question as defined in Title 10 Code of Federal Regulations Part 50.59 (10 CFR 50.59), and
- Conducting an annual comprehensive audit of the operations and performance of the reactor program. Recommendations from committee review are forwarded to the Radiation Safety Committee for concurrence before being implemented. A summary of the annual audit and the minutes of all RSAC meetings are reported to the RPC; Dean, College of Engineering; Department Head, Nuclear Engineering; Associate Director Nuclear Reactor Program; and Director, EH&S Center.

The Reactor Safety and Audit Committee (RSAC), consists of at least seven persons, preferably those who have expertise in one or more of the component areas of nuclear reactor safety. These include but are not limited to Nuclear Engineering, Nuclear Physics, Health Physics, Electrical Engineering, Chemical Engineering, Materials Engineering, Radio Chemistry, and Nuclear Regulatory Affairs. RSAC members are appointed by the Vice Chancellor for Business and Finance and by the Provost upon the recommendation of the Radiation Safety Committee. Appointments are for three years. Reappointment of members is permitted. One of the faculty members of the Committee will be elected Chair by the Committee members. The ex officio committee members serve as permanent, voting members and consist of the Director of the Nuclear Reactor Program, the Reactor Health Physicist, and two members of the Radiation Safety Division of the EH&S Center. An additional member may represent an outside nuclear related agency. At the discretion of the Committee, specialists from other universities and outside establishments may be invited to assist in its appraisals.

The Committee meets at least four times a year, with intervals between meetings not to exceed six months.

The Nuclear Reactor Program provides all appropriate technical and clerical support to the RSAC. This includes the preparation and distribution of all material for review and a secretarial support for the Committee.

5.8 Unit Safety Committees

The North Carolina Office of State Personnel requires, "each state agency shall create safety and health committees to perform workplace inspections, review injury and illness records, make advisory recommendations to the agency head and managers and perform other functions determined by the State Personnel Commission to be necessary for the effective implementation of the *State Employee Workplace Requirements Program for Safety and Health*." To comply with this requirement, the University has established the following unit safety committees:

<u>Committee</u>	<u>Committee Appointed by</u>
Athletics	Director of Athletics
Library	Director, NC State Libraries
University Housing	Director, University Housing
Bookstores	Director, Bookstores

University Dining	Associate Vice Chancellor, Student Affairs
College of Physical & Mathematical Sciences	Dean, College of Physical & Mathematical Sciences
University Graphics	Director, University Graphics
Facilities Operations	Director of Facilities Operations
College of Agricultural and Life Sciences	Dean, College of Agricultural and Life Sciences
College of Textiles	Dean, College of Textiles
School of Design	Dean, School of Design
College of Forestry	Dean, College of Forest Resources
College of Veterinary Medicine	Dean, College of Veterinary Medicine
College of Engineering	Dean, College of Engineering

A safety committee composed of personnel from the Colleges of Management, Humanities and Social Sciences, and Education and Psychology shall also be established. The committee should have 2 personnel appointed from each college:

College of Management	Dean, College of Management
College of Humanities and Social Sciences	Dean, College of Humanities and Social Sciences
College of Education and Psychology	Dean, College of Education and Psychology

1. Each Unit Safety Committee should have at least six members and no more than half of the members may come from administrative positions. Academic units should include faculty, administrators, and staff on the committee. Terms should be staggered to maintain continuity within the committee.
2. The chair of each committee should be chosen by the committee members.
3. The chair of each committee should serve on the University Occupational Safety and Health Council.
4. At the discretion of committee members, the committee may attend to the following matters:
 - Review safety and health policies and procedures established by and for the University,
 - Review incidents involving work-related fatalities, injuries, illnesses or near misses,
 - Review employee complaints regarding safety and health hazards,
 - Analyze work areas' injury and illness statistical records,
 - Review inspection reports of worksites at least annually and reports in response to

- complaints regarding safety or health hazards,
 - Ensure that interviews with employees are conducted in conjunction with inspections of the workplace, and
 - Review training records to ensure compliance with regulatory training requirements.
5. Each committee will conduct at least one meeting every quarter and maintain written minutes. A copy of the minutes should be posted in the appropriate workplaces. Minutes should also be disseminated to the Director of the EH&S Center, and to the individuals who appointed the committee.
 6. The EH&S Center will guide each committee through their responsibilities; however, appointing colleges and administrative units should provide appropriate resources to the respective committee (secretarial support, filing space, etc.).
 7. Because committee activity may require significant time commitment, the work plans of participating employees should reflect this added responsibility.

6.0 UNIT B - ENVIRONMENTAL MANAGEMENT PLAN

6.1 Introduction

NC State believes that managing our environmental resources merits the highest priority in the conduct of all University operations. In this context, and keeping with the NC State spirit of leadership and innovation, the University has made a commitment to an environmental management program that will serve as the model for other academic institutions.

6.2 Environmental Management Plan

NC State will conduct its operations and construct its facilities in a manner to protect the environment, conserve resources, and minimize waste. In keeping with this policy, NC State will take specific account of environmental consequences in the design and location of its facilities and the conduct of all activities including teaching, research, and other incidental service.

6.3 Environmental Goals

The University environmental management goals are to:

- Operate all University programs in full compliance with applicable federal, state, and local environmental regulatory requirements,
- Develop and maintain an environmental consciousness throughout the University community,
- Integrate pollution prevention and waste reduction into all University programs, and
- Exhibit leadership by being proactive and innovative when implementing environmental management approaches.

6.4 Environmental Management Principles

The success of the University's environmental health effort depends upon:

- All individuals being responsible for considering the environmental consequences of their actions and accepting responsibility to minimize adverse impacts to the environment,
- Management at all levels taking responsibility for effectively managing materials and wastes, and

- Acceptance of the concept that any process can be improved to lessen the environmental impact.

6.5 Individual Responsibilities

Although the EH&S Center is the lead organization for developing and managing the NC State environmental program, all individuals and organizations, from the Chancellor through each employee or student, have responsibilities for implementation. The EH&S Center, through the Environmental Management Plan and other means, works to ensure that everyone understands the importance of their role in environmental compliance at NC State.

The primary element in ensuring the success of the environmental program is the individual. Each individual is responsible for conducting his or her activities in an environmentally conscientious manner.

- Every employee will perform their job functions in accordance with work practices or procedures specific for their activities and in compliance with the Environmental Management Plan. In addition, each employee is responsible for recognizing opportunities for improving the procedure or work process.
- Students and other non-employees will conduct themselves in an environmentally responsible manner, under the general guidelines provided by the Environmental Management Plan.

6.5.1 Environmental Affairs

Environmental Affairs, a division of the EH&S Center, is responsible for development, maintenance, and implementation of the Environmental Management Plan and the Chemical Waste Management Program / Waste Generators Manual.

Environmental Affairs also provides the following services:

- Support and assist in the development of organization-specific plans and procedures which implement specific provisions of the Environmental Management Plan.
- Training necessary for employees to ensure that they can effectively perform their job functions as it relates to safety compliance or environmental management.
- Informational materials that describe the University environmental programs.
- Compliance-related reviews of various activities to ensure proper implementation of the Environmental Management Plan.

6.5.2 First Level Supervisor/Work Area Supervisor/Lab Manager

Managers and supervisors are responsible for being knowledgeable of and implementing applicable policies and taking other action, as required, to assure that personnel and operations they supervise comply with applicable requirements. This includes taking positive action to determine and reduce, to as low as reasonably achievable, the environmental impact associated with their operations, informing employees of the environmental hazards associated with their work, instructing employees in safe work methods, keeping the individual performing the specific tasks apprized of the most recent procedure and trained in its implementation, and ensuring that they perform their work according to requirements.

6.5.3 Deans, Directors, and Department Heads

Deans, Directors, and Department Heads have the primary responsibility for operations in their organizations and for taking the necessary measures to make certain that all divisions or department-related facilities or facility-related activities comply with established environmental

protection requirements. They should comply with all the requirements in the Environmental Management Plan, as well as all governmental policies and procedures applicable to their operations, and other directive memoranda.