

Safety and Environmental Management Policy

General

University Commitment to Safety and Environmental Management

The University of Maine is committed to maintaining a safe environment for faculty, staff, students, and visitors that does not adversely affect their health. Faculty, staff, and students have an obligation to take all reasonable precautions to prevent foreseeable injury to themselves and others within the facilities of this institution, and to make the safety of colleagues a priority. It is incumbent upon the University community to avoid unsafe conditions or acts while on the University of Maine Campus or at other affiliated facilities or sites, and to avoid conditions resulting in environmental hazards.

Regulatory Guidance

- System Office of Finance and Administration – Adm. Practice Letters
 - Section II-E - Environmental and Safety Management System

Requirements

Safety and Environmental Responsibility

The ultimate responsibility for safety and environmental compliance rests with the President. The President has delegated to each vice president, dean, chairperson, and director the responsibility for safety and environmental compliance within their respective unit. Everyone with supervisory responsibility is expected to take the initiative to maintain safe and healthful conditions, and to request the assistance of the Department of Safety and Environmental Management as necessary to ensure a safe and healthful campus environment.

The **Department of Safety and Environmental Management** will provide specific guidance in assuring compliance with the laws related to Safety and Environmental Management in the workplace.

Awareness, Education and Training as Primary Goals

At The University of Maine, our goal is to foster a strong spirit of commitment to creating a safe and healthful environment - an effort that requires continuing participation by all members of the University community.

SEM Training:

It is the responsibility of the President and each vice president, dean, chair, and director to ensure that safety and environmental awareness, education, and training are ongoing at The University of Maine. The Department of Safety and Environmental Management plays a central role in providing the guidance and support to implement necessary safety and environmental training programs on campus and in remote locations. SEM is available to assist the heads of departments and units in

designing or procuring appropriate training for their faculty, staff, and students. The head of each department or unit will ensure that appropriate training is received by faculty, staff, students, and guests within their area and will maintain documentation of all such training.

Training Participation:

Each employee and student has a duty to be aware of and comply with mandated safety and environmental laws, regulations, standards, and University of Maine policies, programs and procedures. Pursuant to this responsibility, each employee and student must attend all safety training programs required by law, regulation, standard, or by University of Maine policies, programs or procedures. This affirmative obligation is considered an integral part of each employee's job description and should be included as a regular part of any job performance evaluation.

Written Procedures Manual

The Department of Safety and Environmental Management will maintain a comprehensive web-based manual of UMaine policies, programs, standards, and best business practices. This manual will be updated periodically and will contain summaries of relevant laws and regulations, or interpretations and guidance as appropriate, and will reference the underlying laws or regulations by citation.

Safety checklists:

To facilitate awareness of proper safety and environmental practices at the University of Maine, the Department of Safety and Environmental Management provides appropriate self-audit checklists. The self-audit checklists are not intended to be burdensome, but to serve as an educational tool by alerting faculty, staff, and students of unsafe conditions/practices. As such, the checklists should be completed candidly, and prompt measures should be taken to correct any documented problems. The Department of Safety and Environmental Management will work with each department or unit, upon request, to ensure that problems are corrected in an efficient and timely manner.

Department chairs or directors will also ensure that the self-audit checklists for all workspaces in their department or unit are completed and appropriate corrections are made wherever necessary. The department chair or director (or their designated safety coordinator) should review each self-audit checklist with the faculty, staff, and students using that particular workspace. Whenever reviews are conducted by a designee of the department chair or director, all potential problem areas or potential violations of safety and environmental laws, regulations, and standards must be provided to the department chair or director.

Safety and Environmental Concerns

Any employee or student with a concern about safety or environmental management, which cannot be resolved at the department level, should contact the Director of Safety and Environmental Management. The Director of Safety and Environmental Management will provide information about University policies and relevant laws, suggest ways to handle the complaint, either formally or informally, and provide referrals to other support services when appropriate.

All concerns filed in good faith are protected from reprisal or retaliation. The Department of Safety and Environmental Management is authorized to take immediate action to ensure that reported

violations do not pose a health or safety threat to any University of Maine employee, student, guest or the environment.

Responsibilities

Line Managers:

The local responsibility for safety training and compliance lies with the Vice Presidents, Deans, Directors, Department and other managers. Line managers are responsible for ensuring that safety and environmental concerns regarding unsafe conditions or acts within their areas are addressed promptly and with appropriate resources.

Supervisor Responsibility:

Everyone with supervisory responsibility is expected to take the initiative to maintain safe and healthful working environment. If a supervisor becomes aware of a concern regarding unsafe conditions or acts, the supervisor must address this concern, and if necessary discuss with appropriate line manager, or their designee, or consult with the Director of Safety and Environmental Management (SEM). The SEM Director and the supervisor will discuss the situation and together decide how to mitigate the hazards.

Safety Coordinator Responsibility:

Although the local responsibility for safety training and compliance lies with the chairperson or director, each chairperson or director will have the option to designate one person to serve as the department or unit safety coordinator in his/her place; otherwise the department or unit head will serve as the safety coordinator. The names of officially designated safety coordinators must be provided to the Director of Safety and Environmental Management. The Department of Safety and Environmental Management will provide a training program for supervisors and designated safety coordinators. Safety coordinators, working with the Department of Safety and Environmental Management, will help to foster safety awareness and ensure necessary education and training, to support a safe and healthful environment, for faculty, staff, students or visitors in their respective departments or units.

While potential problem areas or potential violations will be reported to the appropriate chair or director for correction, the intended role of the safety coordinator is to prevent unsafe conditions,-- to facilitate safety awareness and cooperation in the work environment through education and by example. It is imperative that the safety coordinator be seen as a resource on health and safety issues and not be perceived as acting in an enforcement role.

Individual Responsibility:

Individual employees, students and guests are required to follow existing policies and procedures, refrain from engaging in prohibited acts, and are expected to notify the responsible area supervisor, director or department chair of unsafe conditions.

For Additional Information

- Contact your Department Safety Coordinator or Safety and Environmental Management at 207/581-4055.

Document History

Revision 1 - Approved Pres. Fred Hutchinson	July 1995
Revision 2 - Approved Pres. Robert Kennedy	August 2005
Pres. Paul W. Ferguson	November 2012

University of Maine Approval

This policy has been reviewed and approved by:

President of the University of Maine

Date

Department of Safety & Environmental Management (SEM), Director

Date