



Administrative Procedure

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Subject: RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY
PROCEDURES MANUAL

1.0. PURPOSE:

To establish procedures related to dissemination of Risk Management / Environmental, Health & Safety (RM/EHS) updates and revisions related to Federal, State and local statutes.

2.0. ORGANIZATIONS AFFECTED:

All departments, organizations and personnel of the University, including auxiliary organizations.

3.0. REFERENCES:

N/A

4.0. POLICY:

To establish a process for disseminating updates and revisions of RM/EHS related compliance documents for effective and efficient use by the University community. To disseminate a single manual, which would provide procedures and guidelines related to EHS, based upon University policy. To allow for a more expedient manner by which to update and revise existing protocol.

5.0. DEFINITIONS:

5.1. RM/EHS Manual--A published document containing all current RM/EHS program policies, rules of procedure, and methods of operation.

5.2. RM/EHS Programs--Programs addressing issues such as: confined space, hazard communication, hazardous materials management, workers' compensation, radiation safety, biological safety, etc., regulated by Cal/OSHA, Cal/EPA and Federal and/or local statutes.

Approved:

Date:

6.0. RESPONSIBILITIES:

6.1. The President will:

- 6.1.1. Review and approve all policies, procedures and other related RM/EHS programs that are designated for inclusion in the RM/EHS Manual.
- 6.1.2. Authorize the University Risk Management & Environmental, Health & Safety Office as the campus authority for the development and implementation of RM/EHS related programs.
- 6.1.3. Designate the RM/EHS Manual as the binding set of procedures for the University related to Environmental, Health & Safety.

6.2. The Vice President for Administration and Finance and the Provost and Vice President for Academic Affairs will:

- 6.2.1. Review for approval/reconsideration all documents entered into the University RM/EHS Manual once submitted for final consideration by the RM/EHS Director.
- 6.2.2. Forward recommendations to the President for final approval.

6.3. The Risk Management and EHS Director will:

- 6.3.1. Develop procedures and guidance documents to address regulatory requirements associated with EHS compliance.
- 6.3.2. Route all draft programs through those affected organizations / departments on campus to ensure that the affected functions have an understanding and commitment to adherence.
- 6.3.3. Submit the reviewed draft program document to the Vice President for Administration and Finance, and Provost and Vice President for Academic Affairs, for final review prior to submittal to the President.
- 6.3.4. Publish and distribute the new or revised programs in the University RM/EHS Manual to all departments.

6.4. All University and Auxiliary personnel will:

- 6.4.1. Adhere to the written programs, policies and procedures, which apply to the University's compliance with risk management, environmental, health and safety standards, as set forth in the RM/EHS Manual.

7.0. PROCEDURES:

7.1. Development:

7.1.1. The University RM/EHS Office is responsible for the development of programs, which address the regulatory requirements governing campus activities in accordance with local, State, and Federal agency statutes.

7.1.2. Program development will be presented in draft form to those departments and/or organizations that would be primarily affected. Once those comments are addressed a final draft is prepared for approval.

7.2. Revision:

7.2.1. The process to revise an initial draft program as distributed from the RM/EHS Office involves those selected departments receiving submittals to return the documents by a pre-determined deadline.

7.2.2. The Risk Management & EHS Director, and/or his/her designee, controls the revision of an existing program already residing in the RM/EHS Manual for the University. At a minimum, EHS Programs and Procedures must be reviewed and revised periodically or as directed by regulatory changes.

7.3. Review & Approval:

7.3.1. The University Risk Management & EHS Director shall review the final draft program prior to submittal to the Vice President for Administration and Finance, and Provost and Vice President for Academic Affairs.

7.3.2. The President shall approve manual additions and revisions.

7.4. Distribution:

7.4.1. The University Risk Management & EHS Director shall ensure that adequate distribution of the programs and supporting RM/EHS Manual are made to each academic and administrative unit within the University.

7.4.2. Requests for additional copies or initial copies of the RM/EHS Manual and Programs shall be made to the RM/EHS Office.

8.0. APPENDICES:

N/A