

Environmental Health & Safety Guidelines for University Safety Partners

These guidelines are based on the 1998 University Safety Partner (USP) Mission Statement and support the continued professional collaboration between the USP and EH&S. In order to determine if an individual has the requisite qualifications to serve as a USP, Schools and Departments should consider these guidelines.

The University Safety Partners:

- Familiarize themselves with the research, education, and administrative activities within their areas and their health, safety and environmental program implications.
- Serve as primary safety contact for EH&S and for their respective areas; communicate issues and concerns to the technical specialists at EH&S.
- Coordinate with department administrators, supervisors, and faculty to ensure implementation of EH&S programs, e.g., training, chemical hygiene plan, hazardous materials and waste procedures, emergency preparedness planning, ergonomics and personal protective equipment use.
- Ensure that health and safety problems and incidents are promptly and properly reported and remediated.
- Communicate and distribute University health and safety information within their areas.
- Implement self-inspection programs and follow-up and assist in regulatory inspections and follow-up.
- Ensure that all environmental health and safety permits within their area are maintained, and permitted operations meet regulatory requirements.
- Ensure appropriate coordination with EH&S for all contacts with external regulatory agency representatives.
- Ensure programs, information and training provided locally are consistent with University policy and procedures and regulatory requirements.