

Augusta University

Policy Library

University Safety and Emergency Preparedness Committee Policy

Policy Owner: Environmental Health and Safety Division

POLICY STATEMENT

The University Safety and Emergency Preparedness Committee (USEPC) serves as an advisory resource to the President on policies and programs for promoting student, faculty, employee, patient, and visitor safety, and institutional emergency preparedness at the university.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: patients

DEFINITIONS

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PROCESS & PROCEDURES

Organizational Structure and Membership

The Safety Committee shall be composed of the following members:

Chairman

Nominated by the Associate Vice President, Environmental Health and Safety, and appointed for a two-year term by the President/Designee.

Co-chair for Emergency Preparedness

Nominated by the Associate Vice President, Environmental Health and Safety, and appointed for a two-year term by the President/Designee.

Ex-Officio Voting Members

Associate Vice President, Environmental Health & Safety
Director, Facilities Operations
Director, Public Safety Division
Director, Critical Emergency Preparedness and Response
Director, Environmental Health and Safety
Manager, Industrial Hygiene and Safety Programs

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 608

Policy Sponsor: Walt Loring, AVP, Environmental Health and Safety

Originally Issued: Not Set

Last Revision: 06/07/2017

Last Review: 06/21/2017

Manager, Fire Safety Programs
Representative, Human Resources Division
Representative, Legal Affairs Office
Representative, Student Life
Faculty Representative (nominated by Chair, University Senate)
Representative, Employee Advisory Council (nominated by Chair, EAC)
Representative, Student Government Association (nominated by President, SGA)

At Large Voting Members

Members will be broadly representative of the university and will be persons who are interested in improving campus safety. Members are nominated by the Chair and appointed by the President/Designee for a two-year term.

Non-Voting Advisory Members

The Chair may recommend to the President/Designee individuals who have special interest and/or expertise to serve as non-voting advisors to the committee.

Committee members are required to complete Federal Emergency Management Agency (FEMA) Incident Command System (ICS) training.

Technical Support

The USEPC will engage appropriate departments within Augusta University as necessary for technical support. Examples include the Legal Affairs Office, and the Office of Compliance and Enterprise Risk Management.

Meeting Schedule

The USEPC shall meet at least quarterly, and more frequently at the call of the Chair. Meeting minutes shall be published and transmitted to senior leadership.

Voting

The Committee shall act by majority vote of the voting members present. A quorum shall be a majority of the voting membership. In the event of a tie, the Chair casts the deciding vote.

Responsibilities and Duties

Committee Responsibilities – Safety

Recommend to the President/Designee policies and programs to improve the safety posture of the university.

Advise the President/Designee regarding compliance with these policies through general observations, review of incident reports and similar activities.

Review findings of inspection and hazard surveillance programs.

Communicate with the Biosafety, Chemical Safety, Radiation Safety and other university committees on mutual safety concerns, and with the Augusta University Medical Center Safety Committee.

Consult with the Human Resources Division and other appropriate units on safety-related information used in the orientation of all new employees and in the continuing education of all employees.

Review the safety program and advise the President/Designee on its effectiveness. Review should include all pertinent records and reports.

Advise the President/Designee regarding the safety of on-campus traffic, parking, shuttles, lighting, and pedestrian walk-ways.

Safety policies approved by the President/Designee will be distributed to affected units as directed by the President/Designee. The head of any unit may consult the Committee for advice on ways to improve safety or better educate employees on safety issues.

Request for variance from established safety policies may be submitted to the Committee for review and recommendations to the President/Designee.

Committee Responsibilities – Emergency Preparedness

Review and evaluate plans for university response to disasters and emergent situations.

Evaluate the effectiveness of university plans for disaster preparedness, mitigation, response and recovery. Report findings, observations, and recommendations to the enterprise Emergency Preparedness Committee.

Provide input to university Health Hazard Vulnerability Assessments (HVAs); review HVAs annually and provide recommendations for approval to the EPC.

Provide input to the university Emergency Operations Plan (EOP); review the EOP annually, provide recommendations for approval to the EPC.

Provide guidance to university organizations on the development and maintenance of unit Continuity of Operations Plans (COOPs).

Coordinate with the Hospital Emergency Preparedness Committee (HEPC).

Review and evaluate exercise plans and monitor improvement plans.

Other Responsibilities

The USEPC shall encourage supervisory responsibility for employee safety awareness and performance, correction and reporting of safety deficiencies, and the proper reporting of incidents in their areas of responsibility.

The USEPC shall encourage employee responsibility for adhering to safety regulations and reporting safety hazards and incidents to supervisors, Environmental Health and Safety Division, or the Committee.

Operating Guidelines

Members agree to:

1. Attend committee meetings.
2. Participate fully in the meeting.
3. Engage in full disclosure and exchange of information that is vital to finding solutions.
4. Remain open to new ideas.
5. Offer possible alternatives to proposed courses of action.

REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/21/2017