

Standard Practice Guide Policies

Safety, Health and Environmental Policy

605.01

Applies to: All faculty, staff, students and visitors

The University is committed to promoting a culture of safety among faculty, staff, students, and visitors; providing a safe and healthy place to work, study, live, or visit; and to protecting the natural environment. The University is committed to complying with all applicable workplace safety, health and environmental rules and regulations. The University academic, research, clinical, student, and operations units will assess the safety and environmental impact of projects/activities and will implement strategies that support successful education and research while respecting and caring for the environment, without compromising the ability of future generations to meet their needs.

This Standard Practice Guide lays out basic general responsibilities that various University groups have toward promoting a safe and legally-compliant culture throughout University of Michigan campuses and operations, regardless of location. Additional policies implementing this SPG provide more detailed safety, health and environmental procedures and guidance for specific situations. University units with specialized health and safety requirements for their operations based upon federal, state, or other organization laws, rules, regulations, or guidance must develop unit specific policies and procedures to ensure compliance. Such unit level policies and procedures must remain consistent with SPG requirements and external legal obligations.

The Department of Environment, Health & Safety (EHS) is responsible for monitoring the implementation of safety and environmental standards, managing investigations of incidents, and evaluating deviations from this policy to ensure safe practices in education and research. All faculty, staff, students, and visitors to the University campus must be aware of these responsibilities and adhere to them while on university property or when conducting university related business, regardless of location. The UM-Flint Environment, Health and Safety Department and the UM-Dearborn Department of Environmental Health and Safety provide services for their respective campuses.

A Culture of Safety is a Shared Responsibility

In a vibrant safety culture, everyone accepts responsibility for the well-being of themselves as well as those around them; allowing everyone to go home at the end of the day as healthy as when they arrived. To further this commitment, the following responsibilities are outlined for various members of the UM community.

I. ALL FACULTY, STAFF, AND OTHER EMPLOYEES MUST:

- A. Adhere to the highest standards for the safe operation of facilities and the protection of our environment, our employees, students, visitors, and the people of the communities in which we work.
- B. Integrate safety and environmental management into all University activities.

- C. Provide instruction for students and visitors on all applicable environmental, health, and safety requirements specific to activity conducted and location.
- D. Continuously strive to improve safety practices in light of advances in technology and new understandings in safety, health, and environmental science.
- E. Report issues or raise questions to your supervisor, professor, EHS, or DPSS so that action can be taken to prevent or correct safety concerns. All reporting must be done without fear of reprisal; however, anonymous reporting can also be made through the University Compliance Hotline (www.compliancehotline.umich.edu (<http://www.compliancehotline.umich.edu>)) at 1-866-990-0111. The preference is to make a local report so safety concerns can be addressed promptly.
- F. Immediately report any emergency situation such as a fire, spill, or other concern for prompt emergency response and reporting requirements, if applicable.

II. ANYONE IN A MANAGEMENT OR SUPERVISORY ROLE MUST:

- A. Assume responsibility for the safety of those under their supervision or oversight.
- B. Take all appropriate steps to make all within their area aware of potential hazards and proper management of the risks, including training and proper equipment to carry out activities safely and meet environmental compliance.
- C. Encourage anyone within their area to report problems, issues, or suggested improvements without fear of reprisal.
- D. Investigate and address reported issues in a timely manner.
- E. Serve as a role model and set a positive example for safety by following established safe work practices and implementing corrective actions brought to their attention.
- F. Stop an operation under their supervision immediately if it poses an imminent threat to people, the environment, or facilities.
- G. Report to higher administration levels failures of persons within their area to adhere to safety or regulatory requirements.

III. EXECUTIVE OFFICERS, DEANS, DIRECTORS, AND DEPARTMENT HEADS MUST:

- A. Recognize and promote sound safety and environmental practices to set a positive tone for faculty, staff and students.
- B. Take all appropriate steps to create a culture that supports reporting issues and ideas for improvement without fear of reprisal.
- C. Serve as a role model and lead by example to demonstrate that safety and environmental protection are important facets of all University operations.
- D. Provide support for mitigating risks to provide a safe and compliant work environment.
- E. Support unit safety committees and unit safety coordinators with authority to correct or elevate safety matters.
- F. Act to correct safety or regulatory deficiencies when brought to their attention by managers, supervisors, or EHS.

IV. DEPARTMENT OF ENVIRONMENTAL, HEALTH AND SAFETY (EHS) MUST:

- A. Partner with and provide assistance to University departments and safety/environmental oversight

committees to promote a safe and healthful workplace, protection of the environment, and compliance with applicable laws, rules and regulations.

- B. Publish policies and guidance, and provide assistance and training in the following: general and construction safety; fire and life safety; community health and sanitation; environmental protection and sustainability; biological, chemical and radiation safety; and hazardous material handling and waste management.
- C. Perform inspections of University facilities and operations and report safety and environmental concerns to the appropriate unit for corrective action. Elevate unresolved issues to University administration, appropriate oversight committees, or appropriate school or college administration as necessary.
- D. Maintain highly trained and equipped staff to respond to safety, environmental emergencies, and post-incident fire response.
- E. Acts as liaison, in consultation with the University Office of the Vice President and General Counsel, with federal, state, and local safety/environmental regulatory agencies when dealing with concerns impacting University activities.
- F. Assign staff with an appropriate level of training and experience to act as the following for the University: Radiation Safety Officer, Biosafety Officer/Responsible Official, Chemical Hygiene Officer, Laser Safety Officer, and Fire Marshal.
- G. Report issues or raise questions to the appropriate management or administrative authority so that action can be taken to prevent or correct environmental, health, and safety concerns.
- H. Issue a notice for correction, with time line for correction, where serious non-compliance problems are observed or reported.
- I. Escalate to upper management or administrative levels when timely corrections are not accomplished, or when there is repeated failure to correct non-compliance or safety problems.
- J. Issue an immediate Stop Work Order to the appropriate administrative authority in an imminent hazard situation that may cause death, serious injury, or significant harm to the environment if not immediately corrected. The Order may not be lifted until the concern(s) has/have been properly addressed.

SPG Number:

605.01

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Date Issued:

December 1, 1989

Owner:

Office of the Executive Vice President and Chief Financial Officer

Last Updated:

March 2, 2022

Primary Contact:

Office of the Executive Vice President and Chief Financial Officer

Next Review Date:

March 2, 2027

Related Policies:

Delegation of Authority to Bind the University to External Agreements on Business and Financial Matters (/policy/601.24)
Policy Statement on the Integrity of Scholarship (/policy/303.03)

Related Links:

UM Office of Research Ethics and Compliance (<http://research.umich.edu/ethics-compliance/>)

UM Health System Quality and Safety (<http://www.uofmhealth.org/quality-safety>)

UM Athletics Compliance Services Office (<http://www.mgoblue.com/compliance/>)

Environment, Health & Safety (<https://ehs.umich.edu/>)

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