



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Campus Safety and Health Policy	Effective Date: 6/3/2021	Policy Number: 3-122.1
	Supersedes: 3-122	Page Of 1 5
	Responsible Authority: Director, Environmental Health and Safety	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 9/10/12

APPLICABILITY/ACCOUNTABILITY

This policy applies to all members of the university community.

POLICY STATEMENT

The University of Central Florida (UCF) is committed to providing a safe working and learning environment, and to upholding environmentally sound practices in all university-related activities. Through this commitment, the university aims to limit injuries and illnesses, environmental incidents, and property damage or loss.

It is the policy of UCF to maintain a safe and healthy campus and to conduct all university-related activities in compliance with applicable requirements for safety and health from federal, state, and local laws and regulations. Observing campus safety and health policies and procedures is the responsibility of every member of the university community. Supervisors have an elevated responsibility to ensure all individuals under their direction have the necessary knowledge, skills, equipment and training to perform or participate in university-related activities. The department of Environmental Health and Safety (EHS) is the designated office at UCF responsible for oversight of the university's compliance with all health and safety regulations.

EHS is charged with developing applicable policies and procedures and performing inspections to monitor for compliance. As necessary, EHS will document identified deficiencies, provide recommendations for corrective action to address deficiencies, request a corrective action plan from the appropriate supervisor of the department or unit, and mitigate risks to the university community. Recipients of a request for corrective action must correct deficiencies in a timely manner, as directed by EHS. The failure to correct deficiencies and mitigate potential risks to the university community may result in disciplinary action, as appropriate.

EHS is responsible for reporting deficiencies and recommendations to the appropriate levels within the university to ensure issues are addressed in a timely manner. In instances of immediate threat to the health and safety of the university community, EHS will require operations within the affected area to cease until issues are resolved and the area is deemed safe through inspection or appropriate approval from federal, state, or local authorities.

As stated in the “UCF Design, Construction, and Renovation Standards (02/08/21), Division 1 General Requirements, Section Environmental Health and Safety Construction Information,” contractors are individually responsible for meeting and monitoring their job-specific OSHA requirements.

DEFINITIONS

Applicable requirements for safety and health from federal, state, or local agencies. Requirements from government agencies, including but not limited to Occupational Safety and Health Administration, Environmental Protection Agency, Department of Transportation, National Fire Protection Association, Department of Homeland Security, Florida Department of Health, and Florida Department of Environmental Protection.

Major Non-Compliance. The occurrence of an unsafe activity or operation not in accordance with all applicable requirements for safety and health or the UCF safety and health procedures, and that does pose an immediate life-threatening danger to the university community, or which violates license or permit requirements, as applicable.

Minor Non-Compliance. The occurrence of an unsafe activity or operation not in accordance with all applicable requirements for safety and health or the UCF safety and health procedures, and that does not pose an immediate life-threatening danger to the university community.

University Community. All university personnel, students, volunteers; employees and volunteers of Direct Support Organizations (DSOs); as well as visitors and contractors who conduct business with the university.

PROCEDURES

The following section describes appropriate inspection and notification steps after a Minor or a Major Non-Compliance deficiency is identified.

MINOR NON-COMPLIANCE

If a Minor Non-Compliance deficiency is noted, EHS will respond as follows:

- Send an electronic notification to the supervisor or principal investigator within seven business days, listing deficiencies and recommendations for corrective actions.
- Work with the supervisor or principal investigator to develop a reasonable corrective plan that maintains the safety of the university community and satisfies all applicable requirements.
- Conduct a follow-up inspection after 30 business days and submission of the inspection correction form to verify corrective actions are implemented. (The amount of days is program specific.)
- Send an electronic notification to the chair or director of the department or unit, requesting a correction plan and expected completion date if deficiencies are not corrected.
- Conduct a second follow-up inspection within 15 business days to verify corrective actions are implemented.
- Send an electronic notification to the dean or vice president of the department or unit requesting a correction plan and expected completion date if the deficiency is not corrected.
- Conduct a third follow-up inspection within 15 business days to verify corrective actions are implemented.
- Refer the non-compliance findings and request for corrective actions to the provost and vice president for Academic Affairs and the Safety Council, as appropriate, for additional action if the corrective actions are not implemented.

After receiving the notification from EHS, the supervisor or principal investigator (and the chair or director of the department or unit, and the dean or vice president, if necessary) must respond as follows:

- Ensure that all corrective actions recommended by EHS are implemented.
- Coordinate with EHS to provide re-training on safety and health procedures, if necessary.
- Recommend disciplinary action for the responsible personnel if the Minor Non-Compliance has not been corrected after the third notification.

MAJOR NON-COMPLIANCE

If a Major Non-Compliance deficiency is noted, EHS will respond as follows:

- Direct individuals in the area to stop the unsafe operation immediately.
- Notify the supervisor or principal investigator or the responsible department or unit and the director of EHS. The director of EHS will notify the appropriate university officials of the risk to the university community.
- Send an electronic notification the day of the occurrence to the chair or director of the department or unit, copying the supervisor or principal investigator, with the non-compliance findings and request for immediate corrective actions.
- Work with the supervisor or principal investigator to develop a reasonable corrective plan that maintains the safety of the university community and satisfies all applicable requirements.
- Conduct a follow-up inspection the next day or before the operation resumes to verify corrective actions are implemented.
- Send an electronic notification to the dean or vice president of the department or unit if the unsafe situation has not been corrected.
- Refer the case to the provost and vice president for Academic Affairs and the Safety Council, as appropriate, for further action.

After receiving the notification from EHS, the supervisor or principal investigator (and the chair or director of the department or unit, and the dean or vice president, as appropriate) must respond as follows:

- Ensure that all corrective actions recommended by EHS are implemented.
- Coordinate with EHS to provide re-training on safety and health procedures before sending the employee back to the worksite or operation that was found in non-compliance.
- Recommend appropriate disciplinary action, up to and including termination of responsible person(s), if the Major Non-Compliance was not corrected after the second notification.
- Coordinate payment of fines incurred from regulatory agencies, when applicable.

RELATED DOCUMENTS

Environmental Health and Safety Policies and Procedures

<https://ehs.ucf.edu/policies/>

UCF Design, Construction, and Renovation Standards

<https://fp.ucf.edu/resources/standards-and-requirements/>

CONTACTS

Environmental Health and Safety, 3512 Perseus Loop, Orlando, FL 32816; (407) 823-6300;
ehs@ucf.edu

INITIATING AUTHORITY

Vice President for Compliance and Risk

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-122.1

University
Initiating Authority and
Policies and Procedures
Committee Chair: _____


Alexander
Cartwright

Digitally signed by
Alexander Cartwright
Date: 2021.06.03
16:29:44 -04'00'

President or Designee: _____

Date: 5/24/21

Date: 6/3/2021

History: 3-122 9/10/2012