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1. STATEMENT OF POLICY

It is the policy of Westminster College to promote the health and safety of its faculty, staff, students, and visitors, both on campus or engaged in College-sponsored activities off campus. This policy endorses programs which:

- Provide safe and healthy working and learning conditions, and reduce injuries and illnesses as far as is feasible.
- Ensure compliance with applicable federal, state, and local regulations governing occupational health and safety and environmental management.
- Provide information, training, and guidelines to faculty, staff, and students regarding health and safety hazards, and environmental hazards which may arise from College operations and sponsored events.
- Install and maintain facilities and equipment in accordance with recognized and accepted standards which are essential to reduce or prevent exposure to hazards by faculty, staff, students, and visitors.
- Provide appropriate personal protective equipment to employees of the College when engineering controls are not adequate to minimize exposure to hazards.

This policy endorses and supports all programs which promote the health and safety of Westminster College faculty, staff, students, participants in College-sponsored events, and visitors. This policy also endorses efforts which ensure the quality of occupational and community environments in the course of normal College operation and during College-sponsored events.

2. TO WHOM THIS POLICY APPLIES

The scope of policy applies to premises owned, operated, or leased by Westminster College, and all persons on those premises. All employees and volunteers of the College have individual responsibility to take reasonable care for their own health and safety, and that of others who might be affected by their actions. Employees and volunteers of the College must cooperate with those persons who have additional safety and health responsibilities, in order to enable them to carry out those responsibilities.

3. RESPONSIBILITY AND ACCOUNTABILITY

The following is a non-inclusive list of responsibility and accountability for environmental health and safety issues:
A. Westminster College President

The Westminster College President has ultimate responsibility for establishing and maintaining environmental health and safety programs.

B. Westminster College Administration

Westminster College Provost, Vice-Presidents and senior administrators, Deans, and department heads are responsible to:

- Ensure that facilities and equipment provided meet requirements for a safe work environment, and that any modifications to facilities and/or equipment are conducted in compliance with applicable rules, regulations, and standards.
- Ensure that individuals under their management have the authority and support to implement health and safety policies and programs.
- Ensure that areas under their management are in compliance with applicable federal, state, and local regulations, and College policies, programs, and procedures.
- Establish priorities and committing resources for correction of safety deficiencies.
- Establish procedures for communication of policies and other safety information.
- Establish procedures for the implementation of new policies or policy changes.
- Immediately notify the Director of Campus Safety when they become aware of a violation of applicable federal, state, and local regulations, and College policies, programs, and procedures.
- Immediately notify the Director of Campus Safety if they are contacted by any representatives of federal, state, and/or local regulatory agencies.

C. Director of Campus Safety

The Director of Campus Safety is responsible to:

- Provide staff support for safety meetings.
- Assist in the development and implementation of environmental health and safety policies and programs.
- Provide health and safety-related technical services.
- Monitor the effectiveness of environmental health and safety programs.
- Investigate identified health and safety hazards.
- Recommend actions to correct health and safety deficiencies.
- Identify and prioritize training requirements to comply with applicable federal, state, and local regulations.
- Develop and provide training materials and assistance.
- Ensure centralized recordkeeping of EHS records required by federal, state, or local regulations, or College policies and programs.
D. College Supervisors

College supervisors (including staff, faculty, principle investigators and other personnel who act in a supervisory capacity over employees or students) are responsible to:

- Provide safe and healthy work environments for those areas under their responsibility.
- Be aware of the health and safety needs of all co-workers, colleagues, employees, and students under their authority.
- Initiate and enforce necessary preventive measures to control hazards.
- Ensure appropriate training is conducted for employees prior to their work assignment.
- Report injuries and incidents which are communicated to them by co-workers, colleagues, employees, and students under their authority.
- Participate in incident investigations and corrective actions.
- Immediately notify the Director of Campus Safety when they become aware of a violation of applicable federal, state, and local regulations, and College policies, programs, and procedures.
- Immediately notify the Director of Campus Safety if they are contacted by any representatives of federal, state, and/or local regulatory agencies.

E. College Employees

College employees (including staff, faculty, student workers, and volunteers) are responsible to:

- Read, understand, and comply with the EHS policies, programs and procedures which govern their work activities.
- Promptly report any work-related injuries, illnesses, near misses, unsafe conditions, or potential hazards to their supervisor, or by completing the EHS Incident Report Form.
- Complete all required training.
- Ask for assistance if there is any concern about a non-routine or potentially hazardous situation.

F. College Students

College students are responsible to:

- Follow all safety instructions in the use of facilities, equipment, and hazardous materials.
WESTMINSTER COLLEGE
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- Promptly report any College activity-related injuries, illnesses, near misses, unsafe conditions, or potential hazards by completing the EHS Incident Report Form.

4. RESPONSIBLE ADMINISTRATOR

The Director of Campus Safety is responsible for administering this policy and for reviewing it on an annual basis.

5. DISCIPLINARY SANCTIONS

Any College employee who fails to comply with their obligations under this policy may be subject to discipline, up to and including termination of employment.

6. RELATED DOCUMENTS

This policy governs all environmental health and safety plans, programs and procedures which include the prefix EHS- in the document number and fall within the Westminster College policy document numbering range 501-539.

7. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
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<tbody>
<tr>
<td>3/23/2018</td>
<td>Environmental Health and Safety Policy Approved</td>
<td>Policy Governance Committee</td>
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<tr>
<td>4/23/2018</td>
<td>Interim Environmental Health and Safety Policy APPROVED</td>
<td>President’s Cabinet</td>
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<tr>
<td>5/31/2018</td>
<td>ADOPTED</td>
<td>Policy Governance Committee</td>
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8. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/__________________________________________

Stephen R. Morgan, President