



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #3223

### ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY

**Responsible Oversight Executive:** Vice President for Administration and Finance

**Date of Current Revision or Creation:** February 24, 2022

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#### A. PURPOSE

The purpose of this policy is to establish the responsibilities of maintaining a safe and healthy environment for members of the University community in all property owned, leased, or otherwise controlled by the University in order to meet the requirements related to environmental, occupational health, and safety regulatory standards.

#### B. AUTHORITY

[Virginia Code Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Occupational Health and Safety Standards, U.S. Department of Labor, OSHA](#)

[U.S. Environmental Protection Agency, Laws and Regulations](#)

[Virginia Department of Environmental Quality](#)

[Virginia Department of Labor and Industry](#)

[Virginia Department of Health](#)

[Nuclear Regulatory Commission](#)

#### C. DEFINITIONS

Environmental Health – The total of various aspects of substances, forces, and conditions in and about the University that affect the health and well-being of the population.

Occupational Safety – All aspects of health and safety in the workplace with primary focus on prevention of hazards.

Supervisor - The University employee with oversight responsibilities for faculty, staff, students, or volunteers.

## D. SCOPE

This policy applies to all employees, students, volunteers, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests, and all other persons located on property, owned, leased, or otherwise controlled by the University.

## E. POLICY STATEMENT

Old Dominion University strives to maintain a safe and healthy living, learning, and working environment. Faculty, staff, students, and other members of the University community must conduct University operations in compliance with applicable Federal, State, and local laws and regulations and requirements of the Environmental Health and Safety Office. Supervisors are responsible for ensuring that compliance measures are met. This includes, but is not limited to, appropriate training, development and maintenance of standard operating procedures, and provisions for necessary safety equipment.

University-wide environmental health and occupational safety activities should include the following categories in order to be effective:

- Standard setting
- Coordination activities
- Auditing
- Reporting
- Monitoring
- Policy development
- Expansion of existing programs
- Development of new programs
- Enforcement

The University will adopt and employ best practices related to environmental health and safety programs whenever possible.

## F. PROCEDURES

The [Office of Environmental Health and Safety](#) administers the following programs and works with other units, as appropriate, to coordinate environmental health and occupational safety initiatives.

- [Asbestos Operation & Maintenance Program](#)
- [Bloodborne Pathogens Exposure Control Plan](#)
- [Chemical Hygiene Plan](#)
- [Confined Space Entry Program](#)
- [Hazardous Materials](#)
- [Hazard Communication Program](#)
- [Hearing Conservation Program](#)
- [Hot Work Safety Guide](#)
- [Regulated Medical Waste Guidelines](#)

- [Laser Safety Manual](#)
- [Lead Management Plan](#)
- [Lockout - Tagout Program](#)
- [Mold Management Plan](#)
- [Occupational Health Program/Communicable Disease Management](#)
- [Policies and Procedures for Using Controlled Substances in Research](#)
- [Radiation Protection Manual](#)
- [Respiratory Protection Program](#)
- [Spill Prevention, Control, and Countermeasures \(SPCC\) Plan](#)
- [Unlicensed Vehicle Safety Program](#)

#### **G. RECORDS RETENTION**

Records documenting compliance with OSHA or Virginia (VOSH) regulations are retained for five years and then destroyed in accordance with the [Commonwealth's Records Retention and Disposition Schedule \(Schedule 103, Series 200162\)](#).

#### **H. RESPONSIBLE OFFICER**

Director of Environmental Health and Safety

#### **I. RELATED INFORMATION**

[University Policy 6051 – Return to Work Policy](#)  
[Old Dominion University Office of Risk Management](#)

