

**Tennessee Technological University
Policy No. 401**

The background features a large, faint, circular seal of Tennessee Technological University. The seal contains the text "TENNESSEE TECHNOLOGICAL UNIVERSITY" around the perimeter and "1915" at the bottom. In the center of the seal is a shield with a building and a lamp of knowledge.

Environmental Health and Safety Policies and Procedures

Effective Date: July 1, 2015

Policy No: 401

Policy Name: Environmental Health and Safety Policies and Procedures

Policy Subject: Authority to Implement, Revise and Revoke Environmental Health and Safety Policies and Procedures

Date Effective: July 1, 2015

I. Purpose

To formulate policies, procedures, plans and other guidance documents that are required to achieve and maintain compliance with environmental, health, and safety regulatory requirements.

II. Review

This policy will be reviewed every three years, or as needed, by the Environmental Health & Safety Office, with recommendations for revision presented to the Director of Campus Environmental Services and Capital Projects for review and approval. When approved by the Director, recommendations for revision will be presented, at a minimum, to the Vice President for Finance and Planning.

III. Policy

- A.** It is the policy of Tennessee Tech to formulate standard operating procedures (SOP's), plans and other guidance documents that are required to achieve and maintain compliance with environmental, health, and safety regulatory requirements.
- B.** SOP's, procedures, plans and other guidance documents are collectively known as the [Tennessee Tech University Safety Manual](#) and are subject to the President's approval.
- C.** Departments must follow the SOP's, plans, and other guidance documents on this [website](#).
- D.** New SOP's, or revisions to existing SOP's, will be developed as necessary and placed on a review schedule.
- E.** EHS shall consult affected departments in response to anticipated major document changes.
- F.** Request for development and/or review of a specific document may be submitted to the chair of the University Safety & Environmental Committee, an EHS Coordinator or the Campus Environmental Services and Capital Projects Director. These requests shall be evaluated and appropriate action taken.
- G.** EHS will provide documents to regulatory agencies upon request.

IV. Interpretation

The Director of Campus Environmental Services and Capital Projects or his/her designee has the final authority to interpret the terms of this policy.

V. Citation of Authority for Policy

These policies, procedures, and plans are governed by local, state and federal regulations and guidelines. These include but are not limited to the following agencies: TBR Guideline B-100; TBR Policy 1:03:02:00

Approved by:

Administrative Council: 2015-04-08

University Assembly: 2015-04-22