

**PURDUE UNIVERSITY
OFFICE OF THE PRESIDENT
EXECUTIVE MEMORANDUM No. C-36
(Supersedes Executive Memorandum No. C-32 dated May 1, 1995,
Executive Memorandum No. B-32, dated December 17, 1974,
and Vice President and Treasurer Memorandum No. A-22 dated July 23, 1973)**

May 20, 1999

To: Vice Presidents, Chancellors, Deans, Directors and Heads of Schools, Divisions, Departments and Offices

Re: Revised Environmental Health and Safety Compliance Policy

University faculty, staff, and students are required to comply with environmental, health, and safety laws and regulations issued by federal, state, and local agencies, including: the Occupational Safety and Health Administration (OSHA), Nuclear Regulatory Commission, Environmental Protection Agency, Department of Transportation, Indiana State Department of Health, and others. Faculty, staff, and students must also comply with related University policies, procedures, and instructions. Executive Memorandum No. C-36 further provides for an expansion of University safety committees, and provides a mechanism for indemnification from regulatory fines.

The following policies are effective immediately and supersede, in whole or in part, any prior inconsistent verbal or written policies of the University including, but not limited to, Executive Memorandum No. C-36, dated May 1, 1995, Executive Memorandum No. B-32, dated December 17, 1974, and Vice President and Treasurer Memorandum No. A-22, dated July 23, 1973.

1. The Vice President for Physical Facilities is appointed the Environmental Health and Safety Compliance Officer (OSHA Officer) for the University including regional campuses, University research farms and agricultural centers, and related facilities and operations. The University OSHA Officer is responsible for and authorized to develop and implement environmental, health, and safety programs and to coordinate and monitor compliance.
2. Vice Presidents, Chancellors, Deans, Directors, and Heads of Schools, Divisions, Departments, and Offices shall cooperate with the University OSHA Officer. Within their areas of responsibility, these individuals are responsible for creating, promoting, and maintaining a safe and healthful campus environment as required by the OSHA General Duty Clause. They shall take such action as may be necessary to ensure that their units comply with all environmental, health, and safety regulations, and related University policies, procedures, and instructions. Department-related compliance costs shall be borne by individual departments. Requests for funds to correct major deficiencies should be

- submitted through established channels. General fund departments at the West Lafayette campus and University farms may request access to "OSHA funds" administered by the Director of the Department of Radiological and Environmental Management (REM).
3. With the concurrence of the cognizant Vice President or Dean, the University OSHA Officer is authorized to assign environmental, health, and safety compliance program responsibilities to units outside Physical Facilities (e.g. Personnel Services, Risk Management, Student Health Services, Business Offices, Academic Departments, etc.).
 4. With the concurrence of the Chancellors, the Vice Chancellor for Administrative Services (Calumet), the Vice Chancellor for Administration (North Central), and the Vice Chancellor for Financial Affairs (Fort Wayne) will serve as OSHA officers at the respective regional campuses to assist in carrying out environmental, health, and safety compliance programs locally.
 5. Schools, Divisions, and Departments shall appoint unit safety committees to assist in carrying out environmental, health, and safety compliance programs at the department level. A recommendation for safety committee structures is attached to this memorandum.
 6. With the concurrence of the Vice President for Research (co-chair, Hazards Management Oversight Committee), the University OSHA Officer is authorized to certify a unit's safety program. Once the unit's safety program is certified, the unit will be indemnified from fiscal responsibility for regulatory fines levied upon the University.

Questions concerning this policy, or environmental, health, and safety compliance should be referred to the Director of the Department of Radiological and Environmental Management (765-494-6371).

Steven C. Beering
President

Attachment to Executive Memorandum No. C-36

Purdue University Environmental Health and Safety Committee Structure

1. **Executive Safety Steering Committee**

Members (5): President, Executive Vice Presidents, Vice President for Physical Facilities (OSHA Officer), and Vice President for Research

Purpose: Develop and share philosophy emphasizing the University wide commitment to safety

2. **Hazards Oversight Committee**

Members (up to 14): Vice President for Physical Facilities (OSHA Officer), Vice President for Research, two representatives (total) from the remaining Vice Presidents' offices, two representatives (total) from the Deans' offices, Chairs of the Radiological Control, Biosafety, PACUC, IRB, Chemical Management, Laser Safety committees, and a REM representative

Purpose: Establish research risk management and Environmental Health and Safety (EHS) goals, address research risk management and EHS issues, charge divisions with compliance, and provide direction

3. **Academic Divisional Safety Steering Committee**

Members (up to 21): Dean or Assistant Dean from each school, plus the Libraries, representatives from the above faculty safety committees, and a REM representative

4. **Non-Academic Divisional Safety Steering Committee**

Members (up to 15): Representatives from Residence Halls, Athletics, Business Services, University Relations, Development, Physical Facilities, Student Services, Human Relations, and REM

Purpose (for both #3 and #4): Establish strategic plans or boundary conditions for achieving University safety goals, set priorities for safety compliance, address divisional safety issues developed by school safety committees, and ensure consistency.

Similar plans are recommended for school and department safety committees. Radiological and Environmental Management staff members are available as a resource to help evaluate area needs and assist in the design of the committee and the development of safety goals.

Comments are encouraged and may be directed to the [Administrative Assistant to the Vice President for Business Services](#).

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