

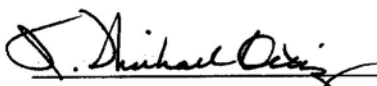


Memorandum

DATE: January 17, 2005

TO: Deans, Directors and Department Heads

COPY: Dr. A. Michael Berman
Ms. Patricia Farris
Mr. Gary Fredericksen
Mr. Ray Inge
Ms. Anita Klein
Dr. Tomas Morales
Mr. David Patterson
Mr. Ron Simons

FROM: 
J. Michael Ortiz, Ph.D.
President

SUBJECT: Environmental Health & Safety Policy

As you know, the University has a responsibility to protect the safety of the people and the environment entrusted to its care. Various regulatory agencies have been established, by law, to assist and ensure that the University fulfills this responsibility. These agencies have historically had the authority to levy penalties against businesses, organizations and individuals to encourage their compliance. In the past the University enjoyed some exemptions from fines and penalties from regulatory agencies administering environmental health and safety. Over the past few years, these exemptions have essentially been removed. The loss of these exemptions further underscores the importance of following the campus policy and holding managers, supervisors, and employees accountable for regulatory compliance.

Cal Poly Pomona is committed to the campus Environmental Health and Safety Policy as stated below:

California State Polytechnic University, Pomona Policy on Environmental Health and Safety

It is the policy of California State Polytechnic University, Pomona, to maintain, insofar as it is reasonably within the control of the University to do so, a campus environment for students, faculty, staff and visitors that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury. No individual or employee shall be required to perform any task, which is determined to be unsafe or unreasonably hazardous. Furthermore, the University shall ensure that all operational activities are carried out in compliance with existing environmental laws, rules, regulations, and campus policies, in order to protect the environment.

While the overall responsibility for campus environmental protection, health and safety belongs to the University, the primary responsibility lies with each manager at the department level, under the broad direction of each vice president. Everyone has a personal responsibility for prevention of campus accidents and environmental protection. Accordingly, all faculty and staff are to ensure that safe and healthful conditions and practices are provided and followed in their areas of control, and all members of the campus community are to cooperate fully with all aspects of the University Environmental Health and Safety program.

In keeping with this policy, managers and supervisors are responsible and will be held accountable for compliance with environmental, health and safety legal requirements, including the payment of any fines for non-compliance. Given the fact that fines may seriously impact a department's annual operating budget, vice presidents should implement contingency plans to provide for this possible expense and establish procedures to provide priority to budget requests for compliance issues.

The Environmental Health & Safety (EH&S) Department is responsible for planning, implementing, and administering the University Environmental Health and Safety Program, and for providing technical consultation, training, and inspection to ultimately ensure compliance with established environmental, health and safety programs. A primary administrative function of the EH&S Department is to assist Deans, Directors, and Department Heads in meeting their assigned health and safety responsibilities.

To accomplish this, the EH&S Department works with regulatory agencies, campus administrators, academic departments, and specialized committees to provide technical and administrative policy and program direction in the continued development and implementation of environmental, health and safety programs. These programs are designed to prevent or reduce accidents and to identify and eliminate environmental hazards and unsafe working conditions.

Deans and Directors and their management teams are responsible and accountable for compliance with standards published or promulgated by the University, EH&S Department, or any local, state, and federal regulatory agency. The EH&S Department is responsible to request that Deans, Directors, Department Heads, Supervisors, and other individuals abate unsafe conditions and operations that are in violation of these standards.

Please distribute this information to all employees in your area of responsibility.