

UNIVERSITY OF TOLEDO

SUBJECT: ENVIRONMENTAL FOCUS

Procedure No: S-08-028

PROCEDURE STATEMENT

The University of Toledo is to conduct its operations with due regard for the preservation and protection of our natural environment and human health and safety. Accordingly, the University will manage operations in a manner consistent with sound safety, health and environmental practices, for the benefit of its employees, students, patients, and neighbors.

PURPOSE OF PROCEDURE

To establish recognition and commitment of everyone affiliated with The University of Toledo as to the need to conduct operations in a manner which supports the preservation and protection of our natural and human resources.

PROCEDURE

- I. The University of Toledo will endeavor to:
 - A. Comply with applicable laws and regulations and establish and maintain programs and procedures to assure that those laws and regulations are known and followed by its employees.
 - B. Minimize any undue risk to health, safety or the environment in connection with the conduct of its operations including handling of materials and disposal of wastes, distribution of its products and reasonable use of its products.
 - C. Employ and/or retain the services of qualified technical and legal personnel to promote recognition and understanding of health, safety and environmental risks and responsibilities for compliance with this policy and applicable legal requirements.
 - D. Utilize the expertise of legal communications, financial, accounting, technical, human resources and safety, health and environmental personnel to provide integrated direction and guidance to employees in the form of procedures, program assistance and auditing of performance.
 - E. Communicate and instill among employees at all levels a commitment to health, safety and environmental protection and assumption of personal responsibility and accountability for adopting and implementing sound environmental, health and safety practices.
 - F. Encourage its divisions, management teams and departments to establish progressive and sound policies, procedures and practices consistent with this and other safety, health or environmental policies.
- II. Additionally, the University will assist its divisions, management teams and departments to:
 - A. Establish safety, health and environmental programs and procedures designed to comply with applicable governmental regulations and University of Toledo policies and procedures.
 - B. Identify and manage safety, health and environmental matters inherent in or resulting from its operations and products.
 - C. Identify and evaluate the health, safety and environmental effects of materials and products handled or used by the University of Toledo and disclose any significant findings to persons who may be adversely affected thereby.
 - D. Establish and implement emergency response and communications plans designed to mitigate the potential effects of an accident or other incident involving potentially significant risk to health, safety or the environment. Furthermore, make all required notifications to the regulatory authorities as required by law.

- E. Cooperate constructively with departments, trade associations, accrediting and governmental agencies and other organizations as needed to develop equitable, effective and realistic laws and regulations.
- F. Identify, evaluate and use recycling and other waste management and reduction techniques, where practical, to prevent or reduce waste generated by the University's operations.

RESPONSIBILITY

The objectives of this statement can be achieved only if each employee shares the University's commitment to, and assumes personal responsibility for, the preservation and protection of our natural environment and human health and safety. In performing assigned duties, employees must exercise discretion and sound judgment, and in doing so, must give the highest priority practical under the circumstances to health, safety and environmental considerations and avoid undue risk to health, safety or the environment.

Source: Safety & Health Committee

Effective Date: 9/13/93

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