

STRATEGIC PLAN & SERVICES

MANAGEMENT OF INSTITUTIONAL ENVIRONMENTAL, HEALTH & SAFETY NETWORK

- Develop & Maintain working relationships with select individuals within administrative & academic units for the purpose of creating standardized University compliance programs
- Provide leadership & guidance for University compliance response initiatives
- Scope of Responsibilities include: Macon Campus & properties, Atlanta Campus, Regional Academic Centers, Savannah Campus, & MERC

UNIVERSITY SAFETY & COMPLIANCE OBJECTIVES

Coordination of Compliance Programs for Federal & State Environmental Regulations:

- Responsible for organizing, assisting, & monitoring university environmental compliance programs in cooperation with administrative & academic operations to include the Federal EPA Self Audit Program
- Consultation with University administration to recommend required actions to maintain & improve compliance programs
- Development and Oversight of future Environmental Management Plan

University Emergency Preparedness Plan:

- Responsible for assisting the Mercer Police Department with activating, organizing, and operating the Emergency Operations Center (EOC), defined in the university Emergency Preparedness Plan, in the event the university activates the EOC in response to a campus or community emergency
- The Emergency Preparedness Plan documents are maintained on the EHSO website
- Coordinator of Pandemic Flu (H1N1) Working Group

Public Health Issues & Concerns:

- Investigation of University facility Indoor Air Quality (IAQ) based upon employee complaints in consultation with the University Physical Plant Department
- Consultation with the State of Georgia Public Health Services Division regarding public health issues affecting University properties for the purpose of safeguarding Mercer University employees, students, and visitors
- Investigation and formal response to local, state, or federal agencies concerning faculty, student, employee, or visitor complaints regarding university facilities

General Campus Safety:

- Editing and Posting of Emergency Assistance Directories at specified sites in the university
- Consultation with the University Physical Plant Department concerning reports of unsafe facility conditions from university faculty, students, employees, and visitors
Consultation with Mercer Police, Human Resources, and Benefits; in order to evaluate the OSHA 300 Injury Log to determine if injury statistics identify accident trends that would require specialized accident prevention training activities

Training Programs:

- Development and Management of training programs to address safety & compliance issues regarding state and federal agencies to include: OSHA, EPA, DOT, NRC, CDC-NIOSH, and the State of Georgia Environmental Protection Division
- Programs are provided for the following operations: Academic & Research Laboratories, Clinical programs, Physical Plant Department, Mercer Police, Athletic Department, Student Activities, & Auxiliary Services

ACADEMIC & RESEARCH LABORATORY COMPLIANCE OBJECTIVES

Radioactive Materials:

- University Radiation Safety Officer (URSO)
- Oversight of the Medicine & Pharmacy Radiation Safety Officers (RSO)
- Executive membership on the Institutional Radiation Safety Committee (IRSC)
- Management of the State of Georgia Radioactive Materials License
- Assistance to the Medical School and Pharmacy School with radioactive spills or emergencies
- Annual Radiation Safety training for specified university employees
- Annual Radiation Safety Operations Audit
- Consultation and/or assistance with developing safe procedures for the use of ionizing radiation (radioisotopes & x-rays)
- Research / Teaching protocol review proposing the use of ionizing radiation

Hazardous Chemicals:

- Executive membership of the Institutional Hazardous Chemical Committee
- Assistance with hazardous chemical spills or emergencies
- OSHA Hazard Communication Standard information source for all university employees
- Assistance to faculty, students, and employees for research about hazardous or potentially hazardous and toxic substances
- Coordination of compliance procedures for storage, handling, & proper disposal of hazardous chemicals
- Management of the hazardous chemical waste disposal program
- Research / Teaching protocol review proposing the use of hazardous chemicals

Biosafety and Human Bloodborne Pathogens:

- Executive membership of the Institutional Biosafety Committee
- Initiate review of Research / Teaching protocols that propose use of potentially infectious materials
- Assistance with human blood or potentially infectious material spills or emergencies
- OSHA Bloodborne Pathogens training for specified university employees
- Consultation and/or assistance in determining potential exposure conditions for employees
- Coordination of compliance procedures for storage, handling, & proper disposal of potentially infectious materials

Non-ionizing Radiation (Lasers):

- Consultation and/or assistance with the development of safe facility arrangements and procedures for non-ionizing radiation (lasers)
- Assistance to departments for the development of Laser Safety Training for appropriate faculty, staff, and students

General Laboratory Safety:

- Coordination of compliance objectives for general laboratory safety programs
- Maintain certification and coordinate maintenance for laboratory fume hoods
- Conduct periodic review of laboratory safety equipment

INSTITUTIONAL ADVISORY COMMITTEE MEMBERSHIP

- House of Delegates Environmental Issues Committee
- House of Delegates Research Committee