Environmental, Health and Safety Policy

Category: Safety & Emergency
Responsible Office: Campus Operations
Responsible Administrator: Executive Vice President and Chief Operating Officer
Date Established: 02/19/2025
Date Last Revised: 02/11/2025
Effective Date: July 1, 2025
Date Posted to Library: July 2025

POLICY SUMMARY

This policy outlines the responsibilities of University employees and units to ensure a safe and healthy environment throughout San Francisco Bay University (SFBU) operations.

POLICY

Policy Statement

San Francisco Bay University ("SFBU" or "University") is committed to providing a safe and healthy place to work, study, live, or visit and to protecting the natural environment. The University complies with all applicable workplace safety, health, and environmental regulations established by federal, state, and other relevant agencies.

University academic, student, and operational units will assess the safety and environmental impact of projects and activities. They will implement strategies to support education and research while ensuring environmental responsibility.

Additional policies provide detailed safety, health, and environmental procedures for specific situations. University units with specialized health and safety requirements based on federal, state, or other regulations must develop unit-specific policies and procedures to ensure compliance. These must align with SFBU requirements and external legal obligations.

Applicability

This policy applies to all University Employees.

Procedure

Safety is a Shared Responsibility

Everyone has a role in maintaining a safe environment. The following outlines the responsibilities of different community members.

Safety and Emergency Administrator

The Safety and Emergency Administrator oversees safety and environmental standards, manages incident investigations, and ensures compliance. Responsibilities include:

- Providing safety training for employees at hiring and as determined necessary thereafter.
- Ensure students and visitors receive safety training for their activities as appropriate.
- Evaluating existing facilities and operations annually to identify hazards and manage risks, including providing training and necessary equipment.
- Assessing new facilities and operations to ensure compliance before they become operational.

All Faculty, Staff, and Employees:

- Complete all required safety training in a timely manner.
- Follow University safety and environmental guidelines.
- Report safety concerns to one of the following: the Health or Safety Concern Form, their supervisor or someone in a management role. Reporting must be free from retaliation.
- Immediately report emergencies such as fires, spills, or other urgent safety concerns to the Safety and Emergency Administrator or via the Health or Safety Concern Form for proper response and documentation.

Management or Supervisory Role:

- Ensure those under their supervision complete training about SFBU's safety plans and procedures.
- Encourage employees to report safety concerns or improvements without fear of retaliation.
- Immediately refer reported safety issues to the Safety and Emergency Administrator for investigation.
- Lead by example by following safe work practices and addressing safety concerns.
- Stop operations if they pose an immediate threat to people, the environment, or facilities.
- Report noncompliance within their area to higher administration levels.

Campus Leadership:

- Encourage open reporting of safety issues and improvement ideas without fear of retaliation.

- Demonstrate that safety and environmental protection are essential to University operations.
- Provide resources to reduce risks and maintain a safe work environment.
- Act to correct safety or regulatory deficiencies when informed by managers or supervisors.
- Alert all vendors and contractors of this policy.

Responsibility
Executive Vice President and Chief Operations Officer

RELATED INFORMATION
Health and Safety Concern Form
Injury and Illness Prevention Program
Emergency Action Plan

PRIMARY CONTACT
Safety and Emergency Administrator

REVISION HISTORY
04/15/2025 - revisions made by the Policy Committee
04/01/2025 - revisions provided by EVP & COO
2/15/2025 – moved to template; policy statement and scope edited; definitions added

Next Review Date
July 2026 (Annual)

APPROVAL
TBD - Board of Trustees
04/28/2025 - President
04/17/2025 - University Policy Committee

APPENDICES
None