



BAPTIST HEALTH SCIENCES UNIVERSITY
SAFETY AND HEALTH MANAGEMENT PLAN

Table of Contents

Revision Control Page	3
President’s Statement	4
Safety and Health Management	5
Safety Committee	5
Environmental Management System (EMS)	7
Safety and Health Roles and Responsibilities	9
Emergency Management	11
Emergency Operations Plan	11
Goals and Performance Activities	12
Worksite Analysis	12
Training and Education	12
Safety and Health Policies	12
Plan Review	13
Comprehensive Health and Safety Manual Content	14

Revision Control Page

Program Information			
Reference: General Safety Policy		Reviewed Date(s): 12/18, 1/20, 2/21,12/22; 4/24	
Date Created: 5/08		Revised Date(s): 11/1/2017, 2/21, 6/22	
Responsible University Administrator:	VP of Administrative Services	President Council Approved Date:	May 1, 2008

Record of Changes

Each update or change to the plan will be detailed in the table below.

Date	Change Summary	Page Number(s)	Entered by:
12/13/2018	Added Content Page	4	James Knox
1/20/2020	Annual review – no changes	-	James Knox
2/3/2021	Updated logos and changes to a University	All	James Knox
6/11/2022	Added Emergency Management/EOP statement.	8	James Knox
12/8/2022	Added section on goals and performance, training and education, and worksite analysis.	11,12	James Knox
4/1/2024	Updated President’s Statement	4	James Knox
4/1/2024	Institutional Biosafety Committee Charter added.	7	James Knox

President's Statement

Baptist Health Sciences University is committed to providing a safe campus environment. The Baptist University Safety Committee is charged with developing and recommending policies for a comprehensive campus plan to effect a safe, healthy and civil campus environment. In addition, the Safety Committee will monitor compliance with policies and procedures and provide reports to appropriate individuals and groups.

Baptist University realizes that crises, or critical incidences, may occur within the University community and an effective and timely response is crucial to mitigate the effects of the incident. The University has developed an Incident Management Team consisting of University administrators and staff, to respond to the needs of the University during and after the occurrence of a critical situation. Each student and employee is ultimately responsible for his or her own personal safety, but by working together to understand and practice appropriate safety procedures, in daily activities and in times of critical incidences, Baptist University will become a safer place to work, study, and enjoy.

T. Hampton Hopkins, President

Safety and Health Management

Safety and Health management is an on-going process that is being implemented to maintain and improve the quality of the educational environment. It is our responsibility to prepare each employee to work effectively and safely within the University. Therefore, the cooperation of each employee is needed to maintain a clean, non-hazardous environment for students, visitors and fellow employees. Each of us need to develop an awareness of potential hazards; hence, it is necessary that we be familiar with the Safety and Health Management Plan.

The Safety Committee recommends written policies and procedures to enhance safety within the University and its grounds. These policies and plans are then submitted to the Business Council, with final approval by the President's Council.

Toward the fulfillment of the general and specific safety goals of the University, the President of the University shall appoint a qualified Safety Officer(s). The Safety Officer will report in writing pertinent findings and recommendations to the Business and/or President's Councils.

Safety Committee

Baptist University provides administrative responsibility for environmental, health, and safety programs. The administrative charge is given to the Safety Committee, which reports into the Business Council of the University. The representatives on the Safety Committee are:

- Chair – Director, Safety and Organizational Compliance – Safety Officer
- Vice President, Administrative Services
- Dean of Students,
- Supervisor, General Education and Health Studies Lab,
- Manager, Facilities Maintenance,
- Chief of Security,
- Director, Information Technology,
- Professor, Nuclear Medicine Technology,
- AED Coordinator/Nursing Lab Coordinator,
- Manager, Environmental Services,
- IEP Coordinator,
- IBC Chair,
- Director of Marketing/Alumni, and
- Committee Secretary.

The Safety Committee is directly involved, assists in, and coordinates the efforts of others in meeting requirements for providing a safe Baptist University campus. The approach is comprehensive and includes matters related, but not limited, to

- safety principles & regulations,
- campus public safety,
- health and welfare,
- disaster recovery,
- emergency preparedness,
- hazardous material,
- communication plan, education, and
- assessment and improvement.

The Safety Committee will also act as the campus oversight committee for Clery Compliance, Environmental Management System (EMS), and Institutional Biosafety Committee (IBC).

Clery Compliance Committee

The purpose of the Clery Compliance Committee is to establish a working group of campus stakeholders to enhance campus safety by:

- Providing comprehensive oversight, review, revision and implementation of all policies and procedures relating to the Clery Act;
- facilitating cross-campus cooperation in campus efforts to comply with the Clery Act; and
- providing and/or promoting education relating to public safety and crime prevention.

Establishment of the Clery Compliance Committee through this policy is necessary to promote campus compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 USC § 1092(f)] (Clery Act). Coordination and facilitation of this group will be the responsibility of the University Clery Compliance Officer. Members (or their designees) will attend scheduled meetings facilitated by the Clery Compliance Officer.

Clery Committee Function

- Review and/or establish appropriate protocols and policies to promote compliance with the Clery Act.
- Identify and provide regular training to Campus Security Authorities (CSA).
- Regularly review the campus's Clery Act geography.
- Act as a network of campus stakeholders who facilitate cooperation and communication across the campus relating to Clery Act compliance.
- Act as a network to disseminate information relating to changes to Clery Act compliance.
- Provide input for the campus Annual Security Report required under the Clery Act.

- Provide consultation concerning Timely Warning Notice (TWN) and/or Immediate/Emergency Notification (EN).
- Engage in dialogue surrounding any trends in criminal activity on Clery Act geography.

Environmental Management System (EMS)

The Safety Committee will also lead in the management of the Baptist University Environmental Management System. The Environmental Management System (EMS) is a mechanism for managing the environmental impacts of an organization's activities. An EMS provides a structured approach to the planning and implementation of environmental protection procedures using the guidelines set forth under ISO 14001 standards. The EMS incorporates a management system into daily operations and includes long-term planning and quality management systems. Baptist University can use the EMS program to ensure that the University is within current regulatory requirements and prepared for more stringent regulations, which might be introduced in the future.

The Environmental Management System (EMS) provides a framework for understanding our "environmental footprint," complying with environmental regulations, and implementing proactive pollution prevention and sustainability strategies. The EMS is not a checklist completed once a year to review compliance or a one-time project. Similar to curriculum development or teaching a class, the EMS invokes a continual cycle of planning (planning the class), doing (teaching the class), reviewing (testing and grading the class), and improving (giving feedback and making changes as needed).

Every three years, the University will complete a review of the EMS program that will be evaluated by BMHCC Corporate EHS Director(s).

Institutional Biosafety Committee (IBC)

A. Purpose

The committee will review and approve research involving and storage of potentially hazardous biological materials in the research environment. This may pertain to work with recombinant and synthetic nucleic acids, toxins, and/or human, animal, and plant pathogens requiring Biosafety Level 2 (BSL-2) or higher.

B. Membership

There shall be no fewer than five (5) voting members for project approval(s). The IBC will be composed of individuals who are familiar with BSL-2 biohazards. The IBC shall collectively have appropriate recombinant and synthetic nucleic acid expertise as defined by Section IV-B-2a-(1) of the *NIH Guidelines*. The IBC may use consulting experts to execute its responsibilities or acquire needed expertise for select tasks; however, consultants will not be voting IBC members.

The University Biosafety Officer (BSO), in consultation with the IBC, recruits and appoints IBC members.

Voting members shall include:

- Chair (appointed)
- Biosafety Officer
- Director of Safety & Organizational Compliance
- At least two (2) members who are not affiliated with the institution (“community members”).
- At least two (2) faculty members who are affiliated with the institution.

C. Membership Terms

- a. Internal members shall serve three (3) year staggered terms with the exception of the Biosafety Officer and Director of Safety & Security who will serve indefinitely by virtue of their positions.
- b. External members that are not affiliated with the institution shall serve three (3) year terms.
- c. Terms for all members are renewable with no limit to the number of renewals.

D. Responsibilities

- a. IBC Chair Responsibilities
 1. Organizes and runs meetings to approve new protocols and renewals, review policy changes, and any other items that require the expertise of the committee membership.
 2. Communicates with faculty to ensure that protocol applications, manuals, and renewals are submitted before the research begins.
 3. Reviews new protocols to determine if they require committee approval.
 4. Approves exempt protocol applications and renewals.
- b. Biosafety Officer Responsibilities
 1. Ensures that the protocols described in the BHSU/BUCOM Biosafety Manual(s) are followed by the researchers.
 2. Monitors the laboratory area for concerns.

E. Governance

Meetings will be conducted as follows:

- a. Meetings will be scheduled on an as-needed basis throughout the year, or at least once per year for annual review.
- b. A quorum is met when at least half of the voting membership is present.

F. Review and Amendments:

The Charter will be reviewed annually; however, amendments or revisions to the Charter may be proposed at any meeting of the IBC. Changes to the Charter require approval by a majority vote of the IBC.

Safety and Health Roles and Responsibilities

Baptist University President: The University President has the overall responsibility for the establishment, implementation, and monitoring of the Baptist University Safety and Health Program. To accomplish this, the President shall:

- Appoint a staff member as the Baptist Health Sciences University Safety Officer, who shall report directly to the Vice President of Administrative Services on safety-related issues and program management.
- Promote safety and health considerations as integral components in the planning and decision-making process at all levels of the organization.
- Establish and communicate reasonable and measurable safety and health goals.
- Hold managers/supervisors/employees accountable for acts and conditions within their areas of responsibility and control.

Safety Officer: The Safety Officer is responsible for establishing and administering Baptist University Safety and Health Program. Specifically, the Safety Officer is to assist, advise, and guide the operation of the agency safety program. To accomplish this, he/she will:

- Prepare information to be presented to all new employees concerning the employee safety and health program.
- Assist management/supervision in establishing reasonable and measurable safety goals and objectives and provide performance feedback in attaining the established goals and objectives.
- Annually review and update, as necessary, the Safety and Health Program.
- Promote safety awareness through the distribution of educational materials such as posters, flyers, brochures, and safety articles.
- Assist management/supervision with safety and health-related issues and topics to be presented and discussed at scheduled staff meetings.
- Encourage management/supervision to conduct and document periodic safety inspections of assigned work areas.
- Personally conduct and document at least an annual safety inspection of the entire agency.
- Assist management, supervisors, and Additional Duty Safety Officers with accident/incident investigation to ensure that all mishaps are timely/thoroughly investigated and appropriate corrective action taken.
- Maintains a record of all job-related injuries or illnesses.
- Perform timely analysis of agency accident/illness experience data and annually prepare a summary report
- Keep the Vice President informed on an on-going basis of the status of the safety and health program. Prepare appropriate recommendations for identified problem areas.

Responsibilities of Deans, Directors, Cost Center Managers: The role of the Deans, Directors and Cost Center Managers in our Safety Management Program is vitally important.

The following responsibilities lie with the Directors and Managers:

- Plan and organize departmental safety activities.
- Develop techniques and procedures for specific operation.
- Train employees. Each Director/Manager is responsible for the degree to which his/her employees have gained knowledge and skills necessary to perform safely and effectively in their particular positions.
- Supervise and evaluate employee's safety performance.
- Eliminate all unsafe conditions and unsafe acts within the department. Individual departments/services should develop and publish safe work rules which reduce accident probability. Development of these rules should involve
 - A review of all work methods and practices,
 - A review of all past accident experiences,
 - Recommendations by supervisory personnel, and
 - Recommendations by employees.
- Investigate employee injuries within the department.
- Cooperate with the Safety Officer in safety activities.

The Safety Program will be evaluated annually for its effectiveness. (To be assessed in December)

Evaluation shall include all areas of safety management including hazardous materials and waste management, emergency preparedness and occupational safety and health management.

Responsibilities of Faculty and Staff

Management should direct the safety effort by setting achievable goals and by planning and organizing to implement them. However, all employees, at all levels, have responsibility and accountability for safety. Therefore, all employees will be introduced to this program in New Employee Orientation. Thereafter, employees will receive mandatory annual training in safe work practices.

All employees are responsible for the following:

- Participating in new-employee orientation.
- Learning and using appropriate safety and personal protective techniques to prevent injury, including wearing of personal protective equipment, as required.
- Taking immediate action regarding unsafe conditions or equipment.
- Reporting hazards to their supervisors or the safety officer.
- Following safety policies and procedures in relevant University documents, including the safety manual, infection control manual, and departmental policy and procedure manual.

- working in a safe manner as defined in their job descriptions, including safe handling of needles and sharps, use of needleless products where available, proper body mechanics, and safe handling of hazardous substances.
- Reporting work-related injuries or illnesses on the day of occurrences, before the end of the shift.
- Knowing how to use and access safety data sheets. The University contracts with SDSOnline service.
- Knowing their department's role in a disaster, and participating in drills, as appropriate.
- Wearing official University photo identification at all times while working.
- Not removing, damaging, or tampering with safety devices, notices, or warnings, and not interfering with others; use of safe devices.
- Adhering to the University tobacco free policy.

Immediate Supervisor is responsible for the following:

- Investigate each accident each accident occurring within their work group. Written report should accurately reflect the findings of the investigation including cause of the accident, measures taken to prevent a recurrence, and if necessary, disciplinary action.
- Removal or repair of potential or actual causes of accidents.
- Conduct regular safety inspections for the need, installation, and maintenance of safeguards whether of a mechanical nature or requiring personnel instructions.
- Analysis of accidents occurring throughout the University to anticipate and prevent repetition among immediate work group.
- Enforcement of safety rules and regulations, including the wearing of protective garments.
- Training and retraining of new and incumbent employees in safe work practices and setting good examples.
- Motivation of employees to practice safety first.
- Make recommendation to department director to improve the safety program.
- Department managers and supervisors will reinforce compliance. Employees may face disciplinary action, up to and including dismissal, for failing to comply with safety policies and procedures.

Emergency Management

Emergency Operations Plan

The Emergency Operations Plan is designed to address how the University will manage major emergencies that may occur at the Baptist University Campus Hub, Health Sciences Building, Nursing Building, Collaboration Building, and/or Dudley Building. Plan management and coordination will be led by the Safety Committee with approvals from the President's Council.

The plan outlines the preparation of, response to, and recovery from emergency events. It is consistent with established practices related to emergency response actions, incorporating the National Incident Management System (NIMS) to facilitate coordination and interoperability among responding agencies. The University will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

Goals and Performance Activities

The Safety Officer coordinates the performance measurement and improvement plan for the University by completing the Safety Committee Assessment Plan, annually. The assessment plan includes ongoing measurement of performance, a summary of the hazards and problems, and summary report of incident trends and patterns. The Safety Committee establishes performance indicators to objectively measure the effectiveness of the Safety and Health program.

The Safety Committee determines appropriate data sources, data collection methods, data collection intervals, analysis techniques and report formats for the performance improvement standards. Human, equipment, and management performance are evaluated to identify opportunities to improve the Safety and Health program.

Worksite Analysis

The Safety Committee leads all programs related to campus hazard recognition and risk assessment programs. Current risk assessment tools include safety inspections completed for all campus grounds and facilities, a hazard vulnerability inspection, and laboratory specific safety inspection completed annually. Additional worksite hazard recognition tools include job specific hazard safety analysis form.

Training and Education

Training and education programs are provided for all faculty, staff, students, and contractors of the University. General safety training is provided for employees during orientation as well as annually during mandatories. Students receive a site-specific campus safety training module through Embark. Students enrolled on lab courses receive course specific safety training on day 1 of their course.

Safety and Health Policies

Baptist University safety and health related policies are distributed and located in several locations to ensure students, faculty, and staff have access to all documents and any time.

- General Safety
- AED
- Airborne Pathogen Exposure
- Campus Safety/Security Reporting Policy

- Campus Active Shooter
- Disruption of Utility Service
- Emergency Equipment Testing
- Environmental and Sustainability
- Tuberculosis Control
- Non-Emergent Fleet Safety
- Key Issuance and Control
- Firearms and Other Dangerous Weapons

Plan Review

Annually, all components of the Safety and Health Management Program are reviewed by the Safety Officer. Any edits to the program are shared with Safety Committee.

Comprehensive Health and Safety Manual Content

I. Safety and Health Management Plan

- President's Statement
- Roles and Responsibilities
- Goals and Performance Activities
- Worksite Analysis
- Health and Safety Policies

II. Emergency Management

- Emergency Operations Plan
- Business Continuity Plan
- Crisis Management Plan
- Family Reunification Plan
- Fire Prevention Plan
- Exercises

III. Occupation Safety and Health Written Programs

- Training
- Blood Borne Pathogens
- Radiation Safety
- Workplace Violence Prevention
- Illness and Injury Prevention
- Hazard Communication
- Chemical Hygiene Plan
- Electrical Safety
- Personal Protective Equipment
- Lockout/Tagout
- Fall Prevention
- Machine Guarding
- Welding
- OSHA Recordkeeping w/Employee Health

IV. Hazard Recognition

- Safety Inspections
- Job Safety Analysis
- Risk Assessments
- Inspection Records

V. Contractor Safety

- Safe Work Permit(s)
- Contractor Safety Program

VI. Safety Committee

- Agenda/Meeting Minutes