
Ohio State University Physics Department Safety Program

Organizational Structure

of the

Physics Department Safety Program

Prepared by

2016 - 2017 Safety Committee

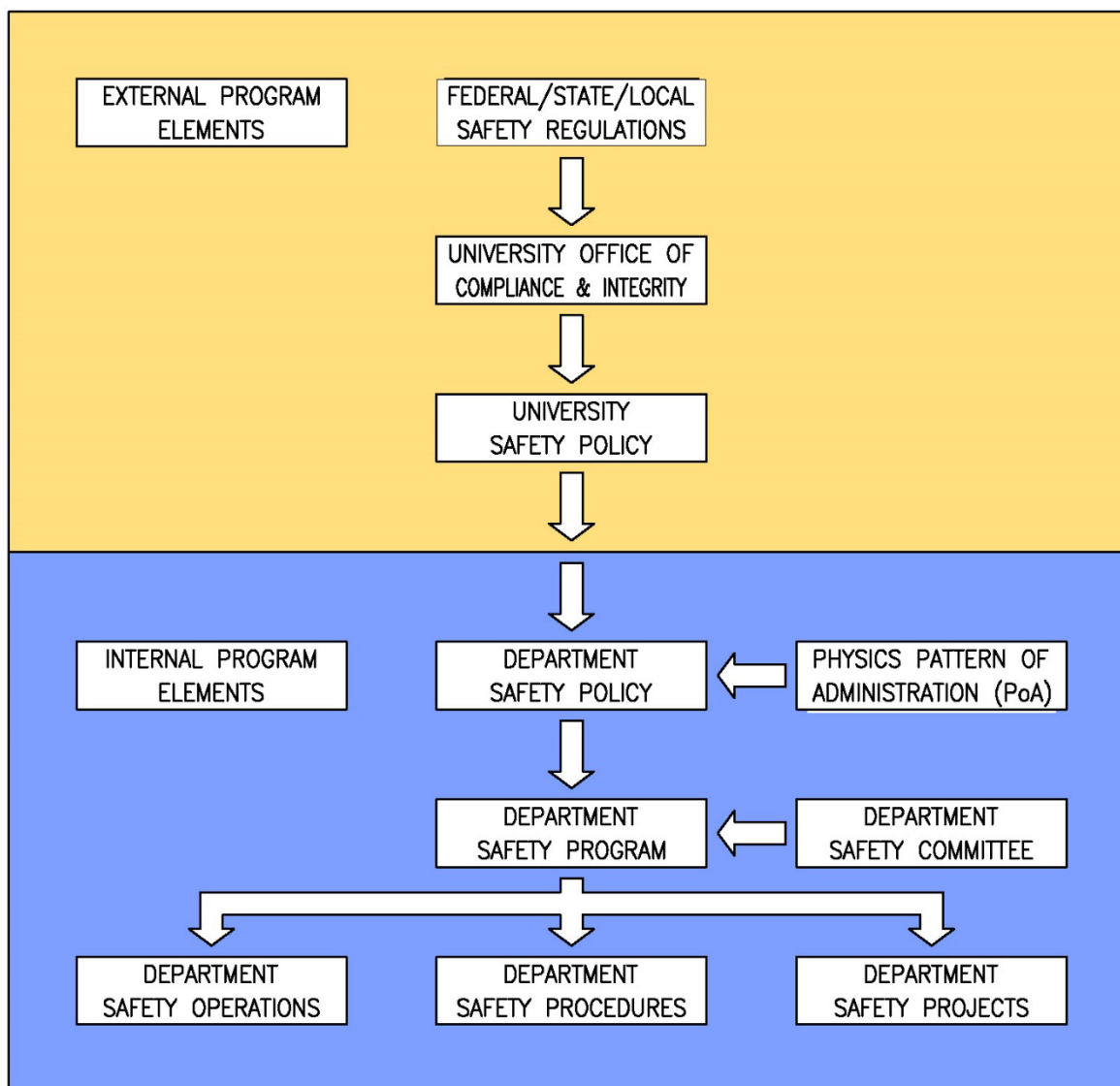
Ohio State University Physics Department Safety Program

1.0 Overview:

Ensuring the safety of people and property must be a top priority for all.

This document defines the structure of the Physics Department Safety Program, provides a brief narrative of each item within the structure, and explains key relationships and interdependencies between the program elements. With clear structure and communication of the Safety Program, it is believed that the program can continue to evolve and improve over time and across transitions of University and Department leadership, Safety Committee Chairmanship and Membership, and other safety participants and stakeholders.

Safety Program Structure



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2.0 External Program Elements

External factors influence, and in some cases prescribe, the content of the Physics Department Safety Program and are discussed in greater detail below.

2.1 Governmental Safety Regulations

The University is bound by numerous Federal, State, and Local safety regulations. These regulations serve as a partial foundation for University Safety Policy. The University has established the Office of University Compliance & Integrity to insure University programs are in alignment with such regulations.

2.2 Office of University Compliance and Integrity

Among other duties, The Office of University Compliance and Integrity (OUCI) oversees compliance efforts in Research and Environmental Health and Safety. OUCI provides an independent compliance function for the university and reports regularly to the Audit and Compliance Committee of the Board of Trustees. The University states its commitment to ethical conduct and compliance with all applicable laws, regulations, and policies, and OUCI serves to support that commitment.

2.3 University Safety Policies

The Facilities and Safety section of the OUCI University Policy web page found at <http://policies.osu.edu/find-policies-by/category.html#facilities-safety> lists twelve policies of which only Occupational Health and Safety, Policy 3.61, is of relevance to this document.

Policy 3.61 outlines the University loss-control program that protects employees from occupational injuries and illnesses, protects University property from loss and damage, and protects the environment.

This document is held by the Office of Administration and Planning and is administered by the Environmental Health and Safety (EHS) Sub-Unit.

Facilities and Safety ▲ Top					
Policy Name	Type	Policy	Issued	Revised	Reviewed
▶ 15 Passenger Vans, 2.73	Policy	↗	03/01/2007	-	-
▶ Access for Individuals With Disabilities	Policy	↗	04/01/2000	01/01/2012	-
▶ Alcohol	Policy	↗	10/01/1980	01/01/2014	-
▶ Board of Trustees Review and Approval of Projects, 3.30	Policy	↗	02/01/2008	09/01/2014	-
▶ Campus Signage and Graphics, 3.33	Policy	↗	02/01/2008	02/20/2009	-
▶ Disaster Preparedness and University State of Emergency, 6.17	Policy	↗	10/15/2007	07/01/2013	-
▶ Green Build and Energy, 3.10	Policy	↗	12/01/2008	08/22/2012	-
▶ Occupational Health and Safety, 3.61	Policy	↗	10/01/1973	10/03/2000	-
▶ Reasonable Accommodation	Policy	↗	04/01/2000	07/01/2003	-
▶ Unmanned Aircraft Systems	Policy	↗	11/20/2015	-	-
▶ Weather or Other Short-Term Closing, 6.15	Policy	↗	12/23/1977	09/01/2011	-
▶ Workplace Violence, 7.05	Policy	↗	03/02/1999	09/01/2015	-

EHS assists the University community in providing and maintaining a safe, healthful work environment for students, faculty, staff, contractors, and visitors; and has responsibility for protecting the local community and environment from potential hazards generated by University activities.

EHS policies and procedures are the principal external elements of the Physics Department Safety Program and are addressed in detail within Appendix A of this document

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3.0 Internal Program Elements

Internal program elements establish the Department-level authorities and guidance for creating and executing the Physics Department Safety Program and are discussed in greater detail below.

3.1 Patterns of Administration:

The Patterns of Administration (PoA) provides a brief description of the Department of Physics as well as a description of its policies and procedures. The PoA states that the Chair has general administrative responsibility for department programs, is to conduct the business of the department efficiently, is to supervise faculty and staff, and is to serve as an ex-officio member of every department committee. The PoA clarifies that day-to-day responsibility for specific matters may be delegated to others, but the Chair retains final responsibility and authority for all matters covered therein.

Although the PoA does not specifically address the topic of safety, it does provide important context for the development and execution of all department programs and does affirm the presence of a Safety Committee. The Chair empowers the Safety Committee to develop and oversee the Physics Department Safety Program, and by that action is in conformance with the PoA.

As the Physics Department Safety Program evolves and is administered, it is foreseen that there may come a time, or a condition, wherein safety matters are deemed to be of sufficient consequence as to merit review and or approval by the full faculty body. The Chair of the Safety Committee, in consultation with and consent of the Department Chair, will decide when full faculty review is appropriate and when general safety updates to the full faculty body are needed. Such powers and decision making authority by the Safety Committee Chair are also seen to be in conformance with the PoA.

3.2 Department Safety Policy

The Department Safety Policy provides guidance for action and decision-making and ensures consistency and compliance with the law within the framework of Department and University objectives and philosophies. It presents a set of principles intended to govern future actions in a consistent manner in light of changing conditions or situations. The Department Safety Policy exists as a free-standing document and addresses or contains the following key points:

- Establishes and clarifies the importance and relevance of Safety to the operation of the Department.
- Establishes and clarifies expectations and aspirations for the conduct of Department members as it relates to Safety.
- Has majority acceptance, enthusiastic support, and faculty-governance ratification.
- Declares the Department's position and/or opposition to areas of conflict or confusion within regulations, rules, or other guidance documents described herein.
- Serves as the mission statement for the overall Safety Program and allows the Department to speak of Safety matters in a singular voice.

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3.3 Department Safety Program

The Department Safety Program exists to execute the Department Safety Policy, to provide instructions and guidance for compliance and environmental protection efforts and actions, and to protect department members and others from work-related illness and injury.

The Department Safety Program acts as an all-encompassing framework binding together each specific procedure, project, and operation/action into a coherent whole.

3.4 Department Safety Procedures

Safety is a broad topic and it is necessary, common, and appropriate to sub-divide the subject into smaller and more specific areas spread across multiple documents and multiple formats. These sub-topical areas exist as procedures in various formats.

Procedures are specific instruction level documents that describe how to perform a given task or to how to satisfy a given requirement.

3.5 Department Safety Projects

The Project Management Institute defines a project as a temporary endeavor undertaken to create a unique product, service, or result. From time-to-time, the Department undertakes Safety Projects to address specific needs, make programmatic improvements, install safety equipment, and other "one-off" actions or activities. Although a project is finite with a defined start and end, the project outcomes are additive, relevant, and included in the overall Safety Program.

3.6 Department Safety Operations

Safety operations are specific actions that are done under the procedures contained in the Safety Program. Examples of operations are actions like disposing of a waste material, spill clean-up, training record retention, or other safety-related deeds.

Ohio State University Physics Department Safety Program

4.0 Program Approval / Directive

The Safety and Infrastructure Committee recommends the program described herein for approval and implementation.

DocuSigned by:

Thomas J. Humanic

09/23/2019

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Safety and Infrastructure Committee Chair

Date:

The program described herein is approved and I hereby direct that it be implemented as described.

DocuSigned by:

Brian L. Winer

09/23/2019

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Department Chair

Date:

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Appendix A

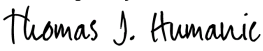
EHS policies and procedures

EHS policies and procedures are the principal external elements of the Physics Department Safety Program. In order to align with the latest revisions to policies and procedures, the Physics Department Safety Program directs users to the EHS web site links below.

EHS Home Page	https://ehs.osu.edu
About EHS	https://ehs.osu.edu/about
Chemical Security Programs and Services	https://ehs.osu.edu/chemical-security
Environmental Affairs Programs and Services	https://ehs.osu.edu/environmental-affairs
Occupational Health and Safety Programs and Services	https://ehs.osu.edu/occupational-health-and-safety
Radiation Safety Programs and Services	https://ehs.osu.edu/radiation-safety
Research/Biosafety Programs and Services	https://ehs.osu.edu/research-biosafety

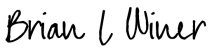
2.0 Document Approval

The Safety and Infrastructure Committee and the Department Chair approve this Appendix A document for inclusion in the safety program.

DocuSigned by:

 CF7E6CC0B68F4E4...
 Safety and Infrastructure Committee Chair

09/23/2019

Date:

DocuSigned by:

 399D47B82E0F46D...
 Department Chair

09/23/2019

Date:

Revision: 0

Dated: 23-SEP-2019

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