

**NJIT**

New Jersey's Science & Technology University

# **New Jersey Institute of Technology**

University Safety & Environmental Management System  
(USEMS)

October 2006

# University Safety Statement

Consistent with the terms of the University's Safety Policy Statement adopted by the Board of Trustees on January 10, 1991, NJIT formalizes this commitment to safety and environmental protection by adopting the following guiding principles:

- It is the policy of NJIT to conduct its operations and activities in such a manner that its students, employees, visitors, guests and the general public are protected to the highest practicable degree consistent with the University goals.
- The University has in place and will adopt or amend from time to time policies and procedures regarding the safe conduct of University operations and activities. The cooperation of all students and employees in the implementation and maintenance of these policies and a procedure is mandatory.
- All students, employees, contractors, visitors and guests are required to adhere to University safety regulations, including all applicable Federal, State and local regulations at all times.
- All students, employees, contractors, visitors and guests are required at all times to conduct themselves and their activities in such a manner that does not place themselves or others in danger.

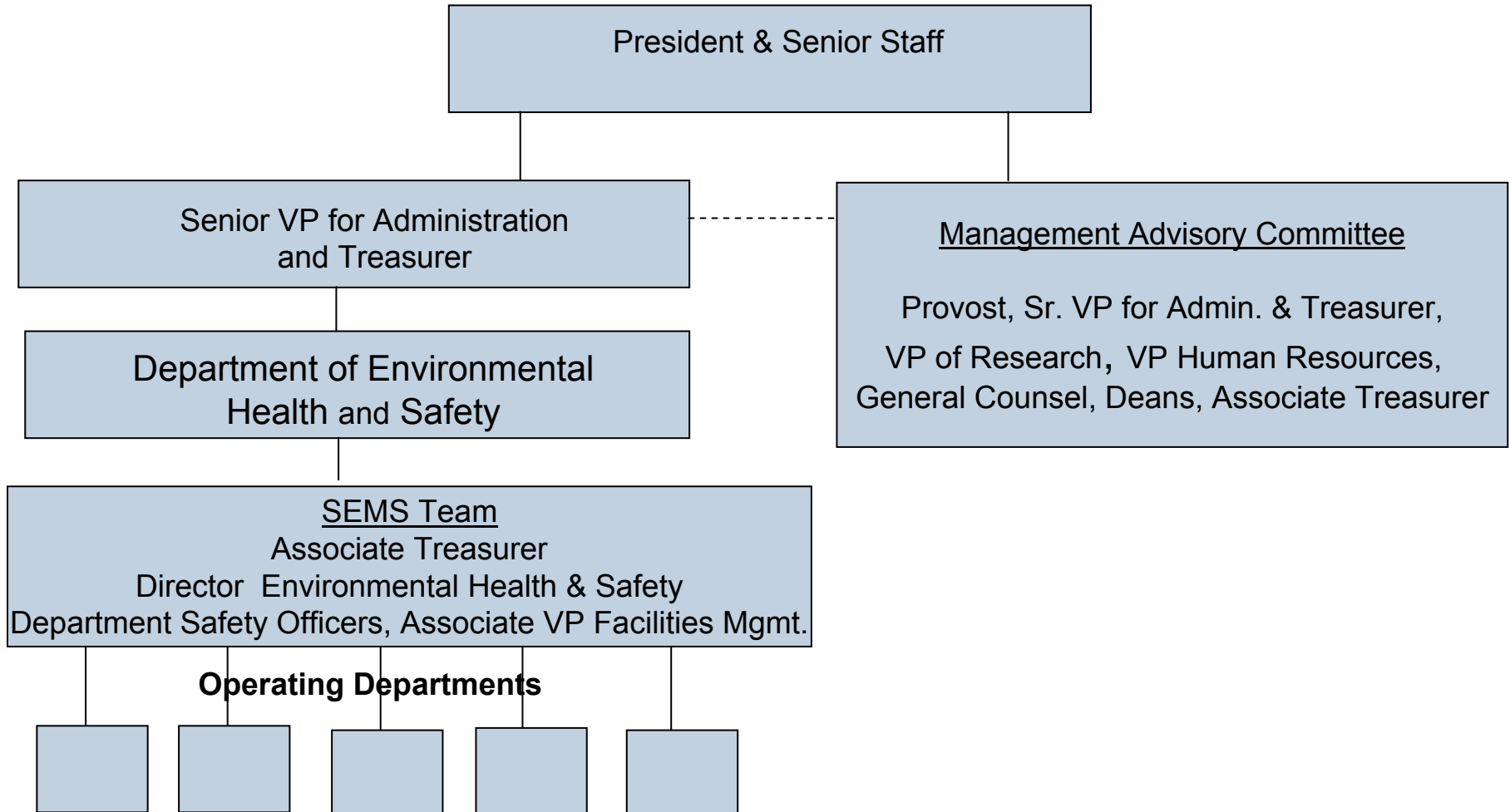
## **University Safety & Environmental Management System (USEMS)**

The Board of Trustees, Administration, Faculty, Staff and Students of New Jersey Institute of Technology recognize and accept their stewardship responsibility to conduct University business in a safe and secure manner and to protect the campus environment and surrounding communities where NJIT operates.

Major elements of the safety and environmental management system are:

- University Safety & Environmental Management System (USEMS) focused on the assessment, prevention and control of safety hazards and environmental impacts of NJIT operations, activities and services.
- Systems and standard operating procedures maintained in compliance with all applicable Federal, State of New Jersey, City of Newark and other authorities' safety and environmental requirements.
- Personnel having the required training, skills and competencies to carry out their duties and responsibilities as specified in the SEMS.
- Periodic evaluations by senior management of the performance of all elements of the SEMS and make appropriate changes to continually improve the effectiveness of the system in light of new and changing NJIT programs and operations.
- Communication of our safety and environmental performance and progress to all interested internal and external NJIT stakeholders.

# University Safety & Environmental Management System Organizational Structure



## **USEMS Management Advisory Committee**

Responsibilities of the SEMS Management Advisory Committee are:

- Provide overall guidance and advice to the SEMS Team;
- Participate in SEMS review meetings to monitor performance of the program twice annually and conduct one formal annual review of the SEMS against performance goals and objectives;
- Provide strategic advice to the Senior Staff and recommend changes and improvements to the SEMS;
- Provide guidance on long-range strategic plans at the University that have potential safety and environmental impacts affecting the SEMS.

# **Senior Vice President for Administration and Treasurer**

Responsibilities of the Senior Vice President:

- Provide leadership in the design, implementation and administration of the University's Safety & Environmental Management System;
- Periodically review the performance of delegated safety and environmental staff responsibilities and the activities of the SEMS Team; and
- Report to Senior Staff annually on the progress and performance of the SEMS.

# Director of Environmental Health & Safety

Responsibilities of the Director of Environmental Health and Safety are:

- Make recommendations to the Senior Vice President for Administration & Treasurer with respect to safety and environmental management policies and make recommendations as to effective procedure implementation for applicable regulations;
- Advise departments of regulatory requirements applicable to each department's operations and activities assisting departments with the establishment of appropriate Standard Operating Procedures (SOPs);
- Oversee safety and environmental training programs throughout the University; and
- Regularly report to the Senior Vice President for Administration and Treasurer on the activities and performance of the SEMS and other issues pertinent to the management of safety and environmental issues at NJIT.

# USEMS Team Responsibilities

Duties and responsibilities of SEMS Team members are:

- Maintain files and documentation required by regulatory agencies such as EPA, PEOSHA, NJDEP and City of Newark;
- Assist the Director of Environmental Health & Safety in the development and implementation of Standard Operating Procedures (SOPs) for all University operations;
- Conduct and document periodic self-inspections with the Department of Environmental Health & Safety at locations within their operations;

# **USEMS Team Responsibilities (Continued)**

Duties and responsibilities of SEMS Team members are:

- Participate in initial training and annual refresher training to carry out their duties and responsibilities in their assigned areas of responsibility;
- Participate in bi-monthly meetings with the SEMS Manager to review potential issues and concerns regarding implementation of the SEMS;
- Provide information on the safety and environmental-related impacts of vendor and contractor services, operations and activities; and
- Assist in preparation of SOPs that help to manage the safety and environmental impacts of vendor and contractor services, operations and activities.

# **Safety & Environmental Management System (SEMS) Manual**

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# **USEMS Implementation Schedule**

## **Fall 2006 Semester**

- Program Presentation to NJIT President's Senior Staff
- Program Presentation to NJIT Administrative Affairs Council
- Program Presentation to NJIT Committee on Academic Affairs
- Review of Staffing as component of mid-year budget review.

## **Spring 2006 Semester**

- Program Presentation to NJIT Health & Safety Committee
- Establish Web Page to Publish USEM Information to University Community
- Develop USEMS Training Module