

NEW JERSEY INSTITUTE OF TECHNOLOGY ENVIRONMENTAL HEALTH AND SAFETY POLICY

1.0 Purpose of the Policy

The NJIT Environmental, Health and Safety Policy (“The EHS Policy”) is a declaration of the University’s commitment to conduct operations; to proactively maintain the University community in a safe and compliant manner with all applicable environmental, health and safety statutes; and to protect the environment in accordance with applicable best practices. This EHS Policy serves as the foundation upon which NJIT will carry out its academic mission and operate its facilities so that its students, faculty, staff, and the general public are protected from occupational illness and injury and adverse environmental conditions. This EHS Policy contains important guiding principles that drive the development, implementation and maintenance of the University Safety & Environmental Management System (USEMS).

NJIT recognizes the unique interrelationship of campus safety and environmental protection and providing for its students’ academic training. As such, NJIT has developed a comprehensive management system that consists of:

- encouraging compliance with rules and procedures
- providing appropriate EHS training
- performing periodic operations monitoring
- reviewing and updating recommended policies and procedures
- including representatives from the entire NJIT community to ensure that the EHS management system is properly implemented and maintained
- implementing procedures to minimize the potential for accidents and incidents
- implementing procedures to respond and investigation the occurrence of an accident or incident

The University EHS Statement is reproduced in Exhibit 1A.

2.0 Communicating the EHS Policy

The EHS Policy is communicated widely both internally and externally using several outlets and methods of communication including:

- Publish the policy on the Official Catalog of University Policies webpage
- Post the policy on the University Environmental Health and Safety web page
- Publish the policy in the Employee Handbook
- Publish the policy in the university newsletter
- Post the policy on bulletin boards throughout the campus
- Include the policy in new student orientation materials
- Discuss the policy at appropriate NJIT forums, e.g. Committee on Academic Affairs
- Include the policy statement in University Safety and Environmental Management System (USEMS) staff training

The methods of communicating the NJIT EHS Policy to external stakeholders are described in Section 13 Public Involvement and Community Outreach of this USEMS Manual.

Updating the EHS Policy

The EHS Policy will be periodically updated to reflect the University's ongoing commitment to safety, public health and environmental stewardship and will incorporate amendments reflective of the evolution of University programs, research, academic and campus activities, applicable laws and regulations, and current "Best Management Practices". The USEMS Advisory Committee in concert with the University Safety and Environmental Management System Team will conduct a formal review of the EHS Policy on a frequency of no less than three years to determine if any revisions are necessary.

This Policy review will take into account any new or changed operations or activities on the campus and any new environmental or safety aspects of concern. The USEMS Advisory Committee will forward any recommendations to the Vice President Real Estate Development and Capital Operations for review. After this review, the Vice President Real Estate Development and Capital Operations will forward the revised EHS Policy recommendations to the senior NJIT administration for their review and approval.

The Office of the Vice President Real Estate Development and Capital Operations will be responsible for communicating the revised EHS Statement throughout the University.

Exhibit 1A - University Environmental Health and Safety Statement

NJIT has established a University Safety & Environmental Management System (USEMS) that focuses on assessment, prevention and control of life safety hazards and environmental protection related to NJIT's facilities, operations, academic and research activities, and public service.

Additionally, NJIT has implemented management systems and standard operating procedures to maintain compliance with all applicable Federal, State and local regulations and guidelines designed to protect public health and safety and minimize environmental risk.

All NJIT students, employees, contractors and guests are required to adhere to the University's environmental health and safety (EHS) requirements and applicable Federal, State and local regulations and will conduct themselves in a manner that protects their own health, the health and safety of others, while protecting NJIT's resources and property.

It is the expectation of the Board of Trustees that all NJIT administration, faculty, staff and students will be accountable and committed to safety, public health, and environmental protection by adhering to the following guiding principles:

- All NJIT personnel will be provided with appropriate training, skills and competencies to perform their duties and responsibilities as specified in the USEMS. NJIT will provide comprehensive environmental health and safety training programs to ensure that faculty, students, and staff are made aware of potential hazards associated with various materials and operations, and communicate appropriate control strategies intended to minimize or eliminate potential exposures.
- NJIT will conduct periodic self-evaluations to assess the performance of all elements of the USEMS, and provide appropriate recommendations to continually improve the effectiveness of the EHS Management system in light of new or changing NJIT programs, operations, regulatory requirements or emerging areas of technological innovation. NJIT will conduct regularly scheduled site assessments to ensure that potentially unsafe or non-compliant conditions are identified, properly corrected and communicated to appropriate University personnel to prevent, control, contain and mitigate future instances of non-compliance.
- NJIT will maintain adequate resources to respond to emergencies associated with the use, storage, and management of hazardous materials and substances so as to ensure the protection of public health and the environment.
- NJIT will communicate our EHS performance and progress to all interested NJIT stakeholders.

