

UNIVERSITY OF FLORIDA  
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May 24, 1974

ADMINISTRATIVE AFFAIRS MEMORANDUM NO. 22

To: Deans, Directors and Department Chairmen

Subject: Division of Environmental Health and Safety

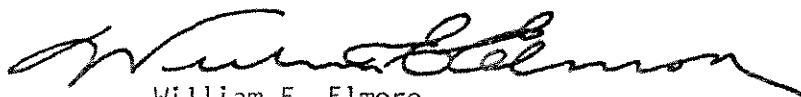
With the present and impending Federal and State regulations concerning environmental health and safety, it is felt necessary to combine present programs in these areas into a coordinated and centralized unit which will administer a University-wide program.

The Division of Environmental Health and Safety has been established as a division of Administrative Affairs. The Division will be headed by Dr. Billy G. Dunavant, who served for six years as Director of the Nuclear Science Division and the past two years as Director of Radiation Control and Radiological Services.

Responsibilities for environmental health and safety will be transferred to the new division from other units of the University.

Under Dr. Dunavant's leadership, Mr. Donald Price will head the Department of Radiation Control and Radiological Services, and Mr. Thomas Turk will head the Department of Occupational Health and Safety.

Attached is a discussion of the new University-wide program. Section IV concerns the responsibilities which must be met at the college and department level.



William E. Elmore  
Vice President for  
Administrative Affairs

wee/rec  
Enclosure

DIVISION OF ENVIRONMENTAL HEALTH AND SAFETY  
UNIVERSITY-WIDE SAFETY PROGRAM

Delineation of Responsibilities

I. President

- A. Responsibility for all matters pertaining to radiation and laboratory safety and the assurance that the University moves toward compliance with all State and Federal regulations related to safety; particularly the regulations promulgated under the Occupational Health and Safety Act of 1970, Title 10 of the Atomic Energy Commission Code of Federal Regulations, and the Federal Radiation Control for Health and Safety Act of 1968.
- B. Delegates authority for these matters to the Vice President for Administrative Affairs.

II. Vice President for Administrative Affairs

- A. Assumes institutional responsibility, through the Division of Environmental Health and Safety and an advisory committee, for the general pattern of overall safety practices and their effective administration at all University facilities.
- B. Works with Deans, Directors, and Department Chairmen, through the Division of Environmental Health and Safety and an advisory committee, in establishing a program that meets all codes and standards pertaining to safety of all employees and personnel associated with the University.
- C. Recommends to the President appointments to an Environmental Health and Safety Advisory Committee to serve as an advisory body to the program, providing advice, recommendations, and support to the Division Director.
- D. Assures there is a strong working liaison between this Division and all other units in the University, particularly the Departmental Safety Committees, Student Health Services, Physical Plant Division, and the Personnel Division.

III. Division of Environmental Health and Safety

This division shall consist of two departments, the Department of Radiation Control and Radiological Services and the Department of Occupational Health and Safety.

In general, the responsibilities of this Division include the following:

- A. This Division serves as the safety technical services unit to all areas of the University.
- B. It will recommend and/or establish broad, concise and reasonable policies concerning general safety throughout the University.

- C. Conducts safety education programs for appropriate personnel.
- D. Reviews and approves all plans for new buildings, modifications, and renovation blueprints and specifications for compliance with State and Federal fire codes and State Workmen's Compensation Laws pertaining to safe working environment.
- E. Performs periodic safety inspections to assist all colleges, divisions, and departments to ensure compliance with existing Federal and State health and safety laws, codes, and regulations.
- F. Maintains accident, injury and occupational health records, and statistics as required by State and Federal Agencies.
- G. Prepares periodic reports evaluating the environmental health status of the University.
- H. Maintains on file copies of all State and Federal laws, codes, and standards related to health and safety that can be obtained by any employee.
- I. Assists in coordinating a University Civil Defense program.
- J. Appoints appropriate technical committees for the Occupational Health and Safety Department and the Radiation Control and Radiological Services Department.
- K. This Division offers assistance in all areas of safety to any unit of the University requesting the same.
- L. Initiates enforcement action where necessary.

More specific responsibilities of the Department of Radiation Control and Radiological Services are set forth on Pages 2 and 3 of the existing University RADIATION CONTROL GUIDE.

#### IV. Deans, Directors, or Department Chairmen

Divisions, Colleges and/or Departments should establish safety committees or have a person in each department or unit to make periodic safety inspections. The latter will be expected to call upon the Division of Environmental Health and Safety when unusual problems are met or when safety advice is desired. These departmentally designated safety personnel are a key factor in assuring a safe environment for University employees, students, and visitors.

It is recommended that at this administrative level (Deans, Directors and Department Chairmen) the following should be done:

- A. Appoint a safety coordinator and/or a safety committee and indicate and define their duties. (The Division of Environmental Health and Safety is available for assistance, upon request.)

- B. Publish statements of policy reflecting and amplifying statements of the Vice President for Administrative Affairs. Variations from the general policies of the Vice President for Administrative Affairs should be implementation details only and not basic philosophy. Philosophical differences should be brought before the Environmental Health and Safety Advisory Committee through the Division of Environmental Health and Safety.
- C. Be responsible for the safety programs pertinent to the personnel and facilities under their direction.
- D. Disseminate safety policies of the Division of Environmental Health and Safety to all employees in their unit.
- E. Notify all faculty members, supervisors, or unit heads that they are responsible for implementation and enforcement of University safety regulations in their areas of responsibility.