

ASU
ARIZONA STATE UNIVERSITY

MEMORANDUM

August 25, 2009

To: ASU Community

From: Michael M. Crow, President



Subject: Commitment to Environmental Health and Safety (EH&S)

Arizona State University (ASU) is committed to protecting the health and welfare of students, faculty, staff, visitors, and the environment. As a leader in environmental sustainability initiatives, ASU's commitment to environmental health and safety is a basic tenet of all our programs. It is my earnest request that all members of the ASU community recognize and share this commitment and comply with the environmental, health, and safety regulations governing our activities. ASU's community responsibilities are summarized in EHS 005 - EHS Management Policy (<http://www.asu.edu/aad/manuals/ehs/ehs005.html>). All ASU faculty and staff should be familiar with this guidance document.

More specifically, as a member of the ASU community, your responsibilities include the following:

- Report all incidents involving employee injury or property damage in excess of \$500 to the Environmental Health and Safety Department (EH&S) within 72 hours. Prompt reporting is needed to ensure that any unsafe condition is addressed quickly. Reporting can be done electronically at http://uabf.asu.edu/ehs_incident_reporting or by calling EH&S at (480) 965-6219.
- Determine the EH&S training required for your position and complete the required training. Fire Safety and Prevention training is required for all ASU employees. Laboratory Safety training is required for all ASU employees working in laboratories, including student workers. To determine your training requirements or to register to attend a training class, please see http://uabf.asu.edu/ehs_training.
- Register each laboratory with EH&S and update registration information annually. Laboratory registrations, including updates, may be completed electronically at http://uabf.asu.edu/ehs_labsafety.

In addition, please ensure that any activities in your area involving construction, renovation or demolition of building materials have been reviewed through the Capital Projects Management Group (CPMG) in University Services. This will ensure ASU compliance with many regulatory requirements, including those related to asbestos in building materials. Please see <http://www.asu.edu/aad/manuals/cpm/cpm309-01.html>.

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Deans and Directors of major institutes are responsible for ensuring compliance with regulations and policies and arranging appropriate training for all individuals within their areas of responsibility, to include faculty, staff and students. Deans may delegate this responsibility to Chairs, but need to do so formally.

If you have any questions and/or concerns, you should consult with your Dean, Chair or Director. Also, the EH&S Department and the Departmental EH&S Compliance Officers are available to assist you. EH&S can be reached at (480) 965-1823 or at EHS@asu.edu. A listing of Departmental EH&S Compliance Officers is available at http://uabf.asu.edu/ehs_compliance_officers.

Thank you for your cooperation and conscientious attention to enhancing ASU's environmental health and safety programs.