

Policy Name: Safety Policies, Procedures and Written Plans	Effective Date: 1/01/09
Affected Area: University of Tennessee	Reviewed/Revised: 9/11/2010

Policy

It is the policy of the University of Tennessee to formulate policies, procedures, plans and other guidance documents, as deemed necessary, regarding environmental, safety and health measures as a means of communicating requirements to staff.

Definition

Document - For the purposes of this text the term “document” shall mean a policy, procedure or written plan that is found in the university’s safety manual.

Procedure

1. Environmental Health and Safety (EHS) shall be responsible for ensuring that document reviews are performed.
2. Documents in the safety manual shall be reviewed and revised, as necessary, at least once every four years. Some documents require more frequent (e.g. annual) review by regulation.
3. Documents may be revised on a more frequent basis if changes in regulations, requirements, technology occur, or in response to failures or accidents.
4. New documents will be developed as necessary and placed on a review schedule.
5. The safety manual shall have the endorsement of the University of Tennessee Chancellor.
6. EHS shall consult affected departments in response to anticipated major document changes.
7. The most recent documents will be placed on the EHS web site. Departments are encouraged to discard any old, out-of-date safety manuals.
8. Request for review of a specific document may be submitted to the chair of the safety committee or the director of EHS. These requests shall be evaluated and appropriate action taken.
9. Interpretation or clarification of the documents shall be performed by the director of EHS or his/her designee.

10. EHS will review department-specific documents upon request and is available to assist with development of these documents.

11. Documents shall be provided to regulatory agencies upon request.

Standards

None

Forms

None