

Mississippi State University
Policy Statement on Building Safety Reviews

- Purpose:** The purpose of this policy is to enhance safety at Mississippi State University.
- Policy:** Facility Safety Reviews will be conducted on facilities at Mississippi State University under the oversight of the University Safety Committee. All facilities will be reviewed on a bi-annual basis.
- Background:** The University has formulated strategic goals including the establishment of a coordinated effort to identify safety issues and promote compliance with regulatory requirements. The MSU Safety Committee was developed to initiate and oversee these efforts.
- Procedure:** A facility review procedure has been established to enhance our safety environment for students, faculty, and staff. This procedure addresses applicable local, state, and federal environmental and safety rules and regulations. The procedure also provides a mechanism to report and respond to University accidents and lost time history.
- These safety reviews are coordinated and scheduled on a periodic basis. The findings of each review are summarized in a written report and provided to the administrative chain of authority. If necessary, a follow up visit may be scheduled.
- Review:** This policy will be reviewed every four years or as needed by the University Safety Committee with recommendations to the Vice President for Research and Economic Development and the Vice President for Division of Ag Forestry and Vet Med.

Exhibit 1 Mississippi State University Procedure statement on Facility reviews.

/s/ Mark E. Keenum

Mark E. Keenum
President

Mississippi State University

Procedure Statement on Facility Reviews

Purpose: This procedure establishes consistent safety review criteria and procedures to be used in facility reviews in accordance with Policy _____. The goal of the review is to establish a safer environment for employees, students and university visitors; to identify hazards and to assist departments with correction; and to assist departments with compliance to all applicable associated regulations. Review criteria is based on federal and state safety and environmental regulations that require University compliance as well as MSU injury data (workman's comp claims). Additionally occupational safety practices and procedure may be included in the review.

Definitions: Facility - Any building, structure, or gathering place routinely accessible to visitors, students, or employees.

Restricted facility - Those facilities or spaces where special requirements exist to gain entry, such as radiation storage, weapons storage, nuclear material use or storage, spaces classified by the Department of Defense classification system, etc.

Priority facility - Facilities that store or use large quantities of chemicals or compressed gases, teaching or research facilities where cutting or machining tools are used, facilities (especially student areas) where flammable or highly toxic materials are used or stored, facilities subjected to a special review within the last two years, or other facilities where special hazards are present. Priority facilities will be reviewed annually.

Affiliated organizations - Are non-university entities that lease or use University facilities.

Special review - A facility review scheduled after a fire, serious accident, excessive worker's compensation claims, or repeated safety violations.

Routine review - A facility review performed on a routine basis.

Procedure: The core review team, led by the University Fire and Life Safety Officer includes the University Radiological and Chemical Hygiene Officer, the MAFES Risk and Asst. Risk Manager, the building representative, and a representative of the Starkville Fire Department. The department head and dean are encouraged to participate in the review.

Normally ten working days notice of a routine review will be given to the Head of the facility or affiliated organization. An effort will be made to conduct reviews in a manner that will avoid disruption of teaching and

research activities. A follow-up review will be normally conducted 30 days after the original review to monitor progress in correcting deficiencies and provide assistance if necessary.

Review criteria will be developed and maintained by the core review team. The review results will be compiled by the University Fire and Life Safety Officer, reviewed and adopted by the core review team, and sent to the facility Department Head and administrative chain. Review findings will be maintained by the University Fire and Life Safety Officer. A comprehensive report of findings will be provided to the Safety Committee.

Any findings, deficiencies or items of non-compliance noted in a review report are the responsibility of the facility Department Head to correct. Items of non-compliance will be listed with the reference to the specific regulation or standard that is applicable.

If a hazard is discovered during the review that presents an immediate serious risk to personnel safety, the building, or otherwise presents significant negative impact on University property, the Safety Team Leader will contact the Executive Director of Facilities during the review for guidance.

Special reviews will be performed after a fire, serious injury, noncompliance complaint, or other significant accident. Advanced notice of a special review is not required.

Any items or non-compliance or questionable practices will be reported to the appropriate oversight committee and the department head. Waste management concerns will be reported to the Hazardous Waste Management Committee. Radiological, chemical, or laboratory safety concerns will be reported to the Radiological, Chemical, and Laboratory Safety Committee. Concerns regarding biological safety or infectious agents will be reported to the Bio Safety officer.

The review team will develop and provide guidance to the campus community through publications, training, and presentations to enhance safety and compliance.

Each review will focus on items including exit access, fire prevention, emergency preparedness, chemical storage, hazardous waste disposal, lab safety, machine guarding, use of personal protective equipment and any other items identified in the standards below that may affect the health & safety of students, faculty, staff and visitors.

Standards: The following regulations and University safety statements will be used to aid in ensuring consistency and standards for the reviews.

International Fire Code (IFC)

EPA regulated waste management - 40 CFR 260-265

University statement on "Sharps" disposal not otherwise regulated under radioactive materials license MS-EBL-02, Hazardous Waste Management Committee, or the Mississippi Department of Health Adopted Standards for the Regulation of Medical Waste.

National Electric Code

University statement on machine guarding and shop safety

EPA Worker Protection Rule - 40 CFR 170