



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Environmental Management
<i>AP Number:</i>	AP 11.03.02
<i>Adoption Date:</i>	2/14/96
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	1/29/02, 11/13/06, 4/26/22, 11/8/23
<i>Revision Date(s):</i>	1/29/02, 11/13/06, 4/26/22, 11/8/23
<i>Sponsoring Unit/Department:</i>	Finance and Administration
<i>Policy Title(s) & No(s).:</i>	Environmental Health and Safety, BP-11.03
<i>Legal Reference:</i>	State of Arizona Occupational Safety and Health Standards for General Industry, 29 CFR 1910; State of Arizona OSHA Safety and Health Standards for the Construction Industry, 29 CFR 1926; A.R.S. Title 49, sections 101-1106
<i>Cross Reference:</i>	Health and Safety, AP 11.03.01

AUTHORITY

The Chancellor delegates to the Executive Vice Chancellor for Finance and Administration or designee responsibility for ensuring that the College's Environmental Health and Safety Policy, BP 11.03 as it relates to health and safety is implemented in accordance with this Administrative Procedure (AP).

SECTION 1: Institutional Responsibility

Pima Community College ("College") is committed to the prevention of illness and injury through the implementation of effective environmental management systems, which include those programs, standards, and procedures to prevent and/or contain an environmental incident. The College will meet its formal

obligations for protecting the environment by adhering to all applicable laws and regulations.

SECTION 2: Training

The Executive Vice Chancellor for Finance and Administration or designee shall provide training to ensure that all College employees are acquainted with the applicable regulations and procedures regarding their duties and responsibilities in order to prevent and/or contain an environmental incident. Examples of environmental incidents may include, but are not limited to, chemical spills, wastewater violations, and bloodborne-pathogen contamination.

SECTION 3: Compliance

Employees utilizing College premises shall comply with all local, state, and federal environmental health and safety statutes and regulations, as well as all related College policies and procedures. All employees and students shall carry out their activities in a safe and environmentally sound manner and must immediately report any health hazards and unsafe conditions or practices to supervisory staff for corrective action.

It is a primary duty of all supervisors, managers, and administrators to ensure that any persons under their direction are made aware of and comply with all applicable College policies and procedures and local, state and federal laws and regulations. They shall be responsible for ensuring that all aspects of the College's premises are safe and that any environmental risks, hazards, or violations drawn to their attention are investigated and corrected promptly. College supervisors, managers, and other persons in positions of authority will ensure that the College adheres to relevant standards and legal requirements.

SECTION 4: System Development

Where appropriate, the Executive Vice Chancellor for Finance and Administration or designee shall 1) establish additional procedures and standards to assist in preventing any environmental releases of pollutants, 2) implement pollution-prevention and recycling programs mandated by local, state, and federal law, 3) facilitate and encourage participation in activities to protect and preserve the environment.