

1. Purpose

This procedure describes how Kennesaw State University (KSU) ensures effective and appropriate communication of Environmental and Occupational Safety (EOS) information to and from the university faculty, staff, students, and other interested parties.

2. Scope

This procedure covers communications of EOS matters to and from internal stakeholders and applies to faculty, staff, students, contractors, and other personnel at workplaces under the management or control of KSU.

3. Responsibilities

A. Environmental Health and Safety Department

The responsibilities of the Environmental Health and Safety (EHS) Department include:

- Communicating EOS related information to the University community in a timely manner.
- Reviewing this procedure annually.

B. Academic departments and administrative units

Heads of academic departments and administrative units are responsible for the following:

- Ensuring EOS information is made available and disseminated to all employees and students, as necessary.
- Promptly communicating EOS related issues or concerns to the EHS Department.

C. Employee

KSU employees are responsible for communicating job hazards and work-related injuries or illnesses to their supervisors.

4. The Process

A. Communication from the EHS Department

The EHS Department maintains a website with EOS policies, procedures, guidelines, forms, and other safety and health related information. Faculty, students, administrators, and staff all have access to the EHS website at ehs.kennesaw.edu. The EHS Department uses electronic mail (e-mail) to promptly communicate relevant information to the University community.

The EHS Director makes presentations to the University Safety Council (USC), shared governance bodies, departments, and administrative units on EOS matters, and meets with individual committees or groups within departments or units whenever necessary.

The EHS department is involved in all safety and EOS related compliance committees. The EHS staff are available in person, by telephone, and by email.

B. Academic Departments and Administrative Units

Academic departments and administrative units further disseminate employees and students within the department or unit for information received from EHS.

Academic departments and administrative units submit necessary service requests to the EHS Department via emails at ehs@kennesaw.edu, telephone (470-578-3321), through the enterprise EOS software ([Reliance](#)), or via EHS website at ehs.kennesaw.edu.

Academic departments and administrative units are encouraged to regularly invite EHS staff to participate in their planning meetings to provide technical support.

Individual faculty, students, administrators, and staff communicate with the EHS Department staff as needed. If someone is not sure of who to contact within the EHS Department, they can consult the EHS website, which lists EHS staff members, their respective areas of responsibilities, and the contact information for the EHS Director.

5. Review of Procedure

The EHS Department will review this procedure annually and make any necessary revisions.