



1. Purpose

This procedure describes review requirements by the senior leadership and shared governance bodies of Kennesaw State University (KSU) of the Environmental and Occupational Safety Management System (EOSMS) and associated documentation.

2. Scope

This procedure applies to KSU employees in senior administration and academic positions, as well as faculty, staff, and students serving as elected representatives in a shared governance body.

3. Reporting and Review Responsibilities

A. Environmental Health and Safety Department

The EHS Director and staff conduct a review as outlined below and prepare an annual written report with findings and recommendations. Annual reports specifically cover the following areas:

- The University's environmental and occupational safety (EOS) operational goals, objectives, and associated key performance indicators (KPIs).
- Responsibilities documented within the EOS procedures.
- The status of the EOSMS and any deficiencies, resource issues, or challenges that are determined to be a risk to the successful management of the EOS mission.
- Resolutions of previously identified problems that must be carried forward to be addressed during the next scheduled review.

Every two years the EHS staff reviews the EOS policy and strategic objectives and provides a written report on the status of each area. For both the annual and biannual reports, the following information will be considered:

- Legislative and regulatory changes.
- Organizational changes.
- EOS-related accidents, incident reports, and data.
- Findings and recommendations from internal and external audits.

B. University Safety Council

Following the EHS Department review, the University Safety Council (USC) comments on reports. Comments may include concurrence with recommendations, as well as additional recommendations. The EHS Director, in consultation with the USC, develops an action plan to address findings and recommendations.