

Corrective Action Policy

Policy Justification

Valdosta State University is committed to providing a safe working, learning and living environment on our campus. Maintaining such an environment is everyone's responsibility. The Department of Environmental & Occupational Safety plays a vital role in this commitment. Environmental & Occupational Safety has been charged with inspecting all areas on campus to ensure compliance with Federal, State and local regulations and codes, generally accepted safety standards, and Valdosta State University's safety policies. If a violation is identified, Environmental & Occupational Safety will notify the responsible party (a department head, dean or director) of the finding. The department head, dean or director is then expected to take corrective action. This policy describes the procedure used for initial notification and subsequent follow-up to ensure that all violations are corrected in a timely manner.

Policy

It is Environmental and Occupational Safety's policy to provide written notification to the responsible party of any safety violations identified in his or her area. This initial notification will be sent to the responsible party (dean, director, department head) with a copy to his or her immediate supervisor. This notice includes the nature of the violation and a time period for corrective action based on the severity of the violation. Environmental & Occupational Safety will re-inspect at the end of the specified time period. If the violation is not corrected, Environmental & Occupational Safety will notify the Vice President responsible for the specified area. After allowing a minimum time for correction, Environmental & Occupational Safety will evaluate the status of the finding. If a violation still exists, Environmental & Occupational Safety will alert the University President who will then issue further instructions.

Timeframe for Violation Correction

The timeframe allowed for correction of a violation will be determined based on the danger to life, health and the environment posed by the violation. Immediately dangerous violations may require a shut-down of operations until the violation is corrected or may require correction within 24-hours of initial notification. Serious violations will require correction within 10 days and other violations will require correction within 30 days or as determined by the Director of Environmental and Occupational Safety based on the facts and circumstances surrounding the finding.

Any questions concerning a finding, the necessary corrective action, or the specified timeframe should be addressed to the Director of Environmental and Occupational Safety.

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Environmental & Occupational Safety

Division of Finance & Administration

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