

RESEARCH POLICY SERIES
POLICY AND PROCEDURE STATEMENT ON
FACILITY SAFETY REVIEWS AT MISSISSIPPI STATE UNIVERSITY

Purpose

The purpose of this policy is to assure the safety of facilities at Mississippi State University.

Scope

A safety review of all MSU facilities, both on- and off-campus, will be conducted at least annually by a facility safety review team. Each review will focus on items including, but not limited to, emergency building services, means of egress, storage, electrical, compressed gas cylinders, fire extinguishers, sprinkler and alarm systems, and hood/duct systems.

Definitions

Facility – Facility refers to any building, structure, or gathering place owned and/or leased by Mississippi State University routinely accessible to visitors, students, or employees.

Facility safety review team – The core review team is comprised of a representatives from Environmental Health & Safety, Facilities Management, DAFVM Risk Management, and Housing & Residence Life. In addition to these core representatives, the facility safety review team may also include a building operator or manager, if an employee has been designated as such. Representatives from department(s) and/or unit(s) within the facility being reviewed, and representatives of the Starkville Fire Department may also take part.

Facility safety review by an outside agency – Facility safety review may be conducted by an outside agency such as State Fire Marshal (authority having jurisdiction), IHL, or the University's insurance underwriter.

Incident safety review – An incident safety review may be scheduled after a fire, serious accident, excessive worker's compensation claims, or repeated safety violations.

Other facility reviews – Other facility reviews may be conducted in which the facility safety review team is called upon to review fire and life safety systems and/or equipment. These may include reviews associated with remodeling of a facility, pre-construction, and post-construction.

Procedure

Facility safety reviews will be scheduled by a representative of the core review team in coordination with the department/unit head and/or building operator/manager. Every effort will be made to conduct reviews so as to avoid disruption of teaching, business, and research activities.

Any hazard presenting an imminent danger to personnel or the facility discovered by the review team will be immediately reported to the department/unit head with a recommendation for immediate mitigation of the hazard. The recommendation may include, but is not limited to:

- immediate cessation of an unsafe activity pending procedural revision and/or training
- stop-usage of unsafe equipment pending repair or replacement
- immediate repair or replacement of improperly or non-functioning safety equipment or systems, such as fire alarms, sprinkler systems, and fire suppression systems

At the conclusion of the review a written report will be compiled by the core review team including any deficiencies or items of non-compliance. The report will be provided to the Director of Environmental Health & Safety, the department/unit head, and others as applicable. Others, for example, may include a building operator/manager, Facilities Management, experiment station director/supervisor, extension center director/supervisor, etc.

A follow-up review will be conducted 45 calendar days after the original facility safety review to monitor progress in correcting deficiencies and provide assistance if necessary.

Safety reviews by off-campus agencies may also be conducted. Such agencies include the State Fire Marshal's Office (authority having jurisdiction), IHL Risk Management, and the University's insurance underwriter. Every effort will be made to coordinate such reviews so as to avoid disruption of teaching, business, and research activities. Whenever possible, a member of the core review team or their representative will accompany the agency representative during such reviews. Off-campus facility review of DAFVM facilities by the core review team (or a subset of it) will include at least one member of the DAFVM Risk Management group. Report(s) of recommendations, findings, items of non-compliance, etc. presented to the Environmental Health & Safety Office by an off-campus agency will be routed by the Environmental Health & Safety Office to the University department or unit responsible for the facility reviewed and others, as applicable. Others, for example, may include a building operator/manager, Facilities Management, experiment station director/supervisor, extension center director/supervisor, etc.

Standards

The following regulations will be used to aid in ensuring consistency and standards for the reviews.

International Fire Code (IFC)
International Building Code (IBC)
National Electric Code

Review

This policy and procedure statement will be reviewed every four years or as needed by the Director of Environmental Health & Safety with recommendations for revision presented to Vice President for Research and Economic Development, Vice President for Campus Services, Vice President for the Division of Agriculture, Forestry and Veterinary Medicine, and the Vice President for Student Affairs.

Reviewed By:

<u>/s/ Michael Parsons</u> Director, Environmental Health & Safety	<u>10/16/2014</u> Date
<u>/s/ David R. Shaw</u> Vice President, Research & Economic Development	<u>9/24/2014</u> Date
<u>/s/ Amy Tuck</u> Vice President, Campus Services	<u>10/22/2014</u> Date
<u>/s/ Gregory A. Bohach</u> Vice President, Agriculture, Forestry and Vet Med.	<u>10/04/2014</u> Date
<u>/s/ Bill Broyles</u> Interim Vice President, Student Affairs	<u>10/08/2014</u> Date
<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>09/26/2014</u> Date
<u>/s/ Timothy N. Chamblee</u> Assistant Vice President & Director Institutional Research and Effectiveness	<u>10/20/2014</u> Date
<u>/s/ Joan Lucas</u> General Counsel	<u>10/14/2014</u> Date

APPROVED BY:

<u>/s/ Mark Keenum</u> President	<u>10/22/2014</u> Date
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