



EHS Written Practice Directive

EHS Written Program Documents - Required Review Schedules

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| Division: Administration & Finance |
| Department: Environment, Health, and Safety |
| Contact Information: Director, Environment, Health, and Safety Marc Majewski x82596 majewski@sfsu.edu |
| Effective Date: October 31, 2019 |
| Revised Date: July 14, 2024 |

Authority:

CSU Executive Order 1039 Environmental Health and Safety Policy
Cal/OSHA Title 8 §3203 Injury Illness Prevention Program

Objective:

Define campus requirements for the periodic review of required EH&S written program documents.

Statement:

CSU Executive Order 1039 California requires campuses to complete an annual EH&S report to the Chancellor's Office of Risk Management.

The annual report requires a periodic review of specific written EH&S program documents.

The list and frequency of required EH&S written program reviews is subject to change.

Procedures:

1. EH&S program owners will review their assigned program documents on the attached list.
2. The program owners will send copies of document revisions to key stakeholders for their review and comment.
3. They will record and date a summary of changes to a program in Appendix A of the program document.
4. The annual SFSU EHS Report will contain a summary of reviewed documents.

EH&S PROGRAM REVIEW SCHEDULE

| SAFETY PROGRAM DOCUMENTS TO BE REVIEWED | Review Frequency | Reviewer's Name |
|---|------------------|-----------------|
| | (years) | |
| Aerosol Transmissible Diseases | 1 | L. Vadura |
| Arc Flash | 3 | D. Groux |
| Asbestos Notification | 1 | M. Majewski |
| Bloodborne Pathogens Program (BPP) | 1 | L. Vadura |
| Chemical Hygiene Plan (CHP) | 1 | L. Vadura |
| Confined Space Entry - Permit Required | 1 | D. Groux |
| Control of Hazardous Energy (LoTo) | 1 | L. Vadura |
| Emergency Action Plan [EAP] / Emergency Procedures Handbook | 3 | L. Vadura |
| Employee Medical Monitoring Program [EMMP] | 1 | M. Majewski |
| Fall Protection Program | 3 | D. Groux |
| Field Research Safety Program | 3 | L. Vadura |
| Fire Prevention Plan [FPP] | 3 | D. Groux |
| Hazard Communication [HAZCOM] | 3 | L. Vadura |
| Hazardous Waste Operations (HazWoper) | 3 | L. Vadura |
| Hearing Conservation Plan [HCP] | 3 | D. Groux |
| Hot Work | 3 | D. Groux |
| Injury Illness Prevention Program (IIPP) | 1 | L. Vadura |
| Ionizing Radiation Program | 3 | L. Vadura |
| Personal Protective Equipment | 1 | L. Vadura |
| Powered Industrial Trucks (Forklifts etc.) | 3 | D. Groux |
| Respiratory Protection Plan | 3 | D. Groux |
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| ENVIRONMENTAL PROGRAM DOCUMENTS TO BE REVIEWED | Review Frequency | Reviewer's Name |
| | (years) | |
| Air Permit Program Annual Renewals | 1 | D. Janda |
| Biennial Report | 2 | J. Cayetano |
| Hazardous Materials Business Plan(s) [HMBP], [HMIS], [HWIS] | 1 | J. Cayetano |
| Spill Prevention Control & Countermeasures Plan [SPCC] | 5 | D. Janda |
| Storm Water Prevention Program [SWPP] | exempt | D. Janda |
| Waste Minimization SB-14 | 4 | J. Cayetano |
| Medical Waste Management Plan | 1 | J. Cayetano |