

2. Scope

This procedure applies to all Faculty, staff, students, contractors, and third parties working on or under the control of KSU.

3. Responsibilities

The EHS Director is responsible for developing and monitoring the overall University's EOS plan. KSU units are responsible for developing unit specific EOS plans that are consistent with the University's EOS policy.

4. Procedure

A. Developing the Environmental and Occupational Safety Plan

- x The EHS Department develops a draft of the University's EOS plan, taking into consideration:
 - o The University's EOS legal requirements.
 - o EOS hazards, risks, and significant environmental aspects.
 - o The University's operational and business requirements.
- x The EOS plan objectives and targets must be consistent with the University's EOS policy, be measurable and seek continuous improvement of EOS performance.
- x The EHS Director publishes the draft of the new or altered plan for consultation with those responsible for drafting or reviewing EOS policies and procedures to ensure consistency with the

B. Environmental and Occupational Safety Plans Developed by KSU Units

KSU units may develop unit-specific EOS management plans that are consistent with the University's EOS policy. The Unit plan takes into consideration the University's EOS legal requirements, unit's EOS hazards, risks and significant environmental aspects, and the operational and business requirements.

Unit Heads ensure that, where practicable, the Unit's objectives and targets are measurable and seek continuous improvement. Unit Heads monitor progress against the objectives and targets of the Unit's plan and report on progress annually to the EHS Director.

C. Environmental and Occupational Safety Plans, Goals and Objectives