

EHS ASSESSMENTS

Standard Operating Procedures



PURPOSE & SCOPE

Liberty University is committed to providing a safe and healthy work environment for all of our stakeholders, including faculty, staff, students, and visitors. In pursuit of this endeavor, this standard operating procedure or SOP describes the EHS (Environmental, Health & Safety) Department assessment processes for various assessment types.

PURPOSE

This SOP is designed to identify hazards which may exist within the Liberty University footprint, including facilities which may be business or residential in nature, departmental areas, or academic areas. Additionally, assessments are used to analyze human performance related to hazards.

SCOPE

This SOP ensures efficient and safe work practices that prevent or significantly reduces the potential for injuries related to hazardous work environments. It will be used for training new EHS employees and for annual refresher training of EHS employees.

It is the responsibility of Liberty University EHS Department to conduct hazard assessments in a timely and professional manner. Comprehensive hazard assessments have been proven to be highly effective in the safety management process to ensure overall safety. From initialization to assessment completion, hazard assessments provide a clear depiction of how risk potential may be eliminated.

BACKGROUND

APPLICABLE REGULATIONS, STANDARDS AND REFERENCES

<u>Item</u>	<u>Document # or Reference Material</u>	<u>Title</u>	<u>Location</u>
1.	29 CFR 1910	OSHA General Industry Standards	https://www.osha.gov/laws-regs/regulations/standardnumber/1910
2.	29 CFR 1926	OSHA Construction Standards	https://www.osha.gov/laws-regs/regulations/standardnumber/1926
3.	29 CFR 1910.1450 Appendix	OSHA National Research Council Recommendations Concerning Chemical Hygiene in Laboratories (Non-Mandatory)	https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10107
4.	ICC Digital Codes	2021 International Fire Code	2021 International Fire Code (IFC)
5.	ICC Digital Codes	2021 Virginia Construction Code	2021 Virginia Construction Code
6.	Rules and Regulations	ATF Bureau of Alcohol, Tobacco, Firearms and Explosives	Rules and Regulations Bureau of Alcohol, Tobacco, Firearms and Explosives
7.	Code of Federal Regulations	Code of Federal Regulations	eCFR :: Home
8.	Footcandle Light Guide	Light Survey Guide	Footcandle Lighting Guide_Rev.072013.pdf

APPLICATION, IMPLEMENTATION AND RESPONSIBILITIES

APPLICATION

This Standard Operating Procedure focuses on a comprehensive analysis of occupational risks of unsafe or non-compliant standards adherence, which may be based on pre-determined and created risk assessments to eliminate or mitigate the hazards.

IMPLEMENTATION

The Liberty University occupational health and safety assessment tool, managed by a digital safety management system, is used to document all assessed safety compliance issues. Assessment results are analyzed, and action items are identified for correction. Where feasible, work orders are initiated to mitigate risk by ensuring prompt closure. Subsequent report generation is finalized within 30 days of assessment completion. Follow-up meetings to review corrective actions are scheduled with stakeholders to track the closure process. Documentation of corrective action closure is completed in the assessment tool, which in turn fully finalizes the assessment process.

RESPONSIBILITIES

A. Departmental or Academic Stakeholders

The Departmental or Academic Stakeholders may optionally accompany EHS assessors during assessments in their department and ensure that EHS has access to all required areas. Departmental or Academic Stakeholders will provide timely follow-up to EHS questions during the course of an assessment and will promptly respond to close action items to complete the assessment. Departmental or Academic Stakeholders will provide personnel with the appropriate authority to attend all assessment meetings, and EHS will provide prompt notification of such meetings.

B. Environmental Health & Safety (EHS) Department

The EHS Department will conduct assessments with minimal operational disruption, in accordance with the most up-to-date federal, state, and local regulations and standards. At a minimum, EHS will notify Departmental or Academic Stakeholders that an assessment will be conducted in their area to arrange follow-up actions which may require closure. EHS will arrange subsequent meetings or verification assessments to address open action items identified to track closure. EHS will take immediate action to prevent or mitigate Immediately Dangerous to Life and Health (IDLH) conditions identified during assessments. EHS will provide a detailed report of hazards or compliance issues identified, will create work orders where feasible, and will conduct consequential follow-up assessments where required. Where action items are not fully resolved or cannot be resolved to regulatory standards, EHS will escalate the identified issues to the EHS Director, who may elect to further escalate them to leadership where required.

C. Employees

All employees are responsible for providing transparent feedback to EHS assessors when required. Further, employees are responsible for reporting identified hazards to their Departmental or Academic leadership in a judicious time frame. Employees will cooperate with EHS to complete comprehensive assessments. EHS expects that affected employees will internalize any corrective actions identified and implement them into their daily job duties.

PROCEDURES

Assessment Process Steps

- Identify department or academic area to be assessed
- Contact the department or academic area person responsible to inform them of the impending assessment timeframe (not mandatory, this is providing a courtesy)
- Provide the Assessment SOP document to the department or academic area for review
- Once the potential assessment has been communicated to the department or academic area, the assessment will proceed within 15 working days and be completed within 30 working days from initialization.
- EHS to conduct any preliminary research required in advance of the assessment proceeding
- Initiate the assessment process utilizing the EHS assessment tool and supporting documentation, utilizing processes as described below:
 - Photographic images or videos will be captured using time, date, and location (as available) stamping
 - Potential environmental monitoring may be conducted, which may include air sampling, noise measurement, waste sampling, and lighting intensity, etc.
 - Employee interviews
 - By taking quick action to address potential Immediately Dangerous to Life and Health (IDLH) hazards identified during the course of assessment
- Communicate to the department or academic area (if applicable) responsible person/s any major or IDLH hazard findings immediately upon discovery
- Proceed to review, research, and enter all assessment findings in the EHS assessment tool with supported documentation
- Generate any required work orders or recommendations where identified
- Generate the assessment report and conduct an internal EHS review of findings
- Schedule a meeting to review findings from the assessment report with the department or academic area responsible person/s to discuss action items required for closure
- Upon completion of the report findings meeting, evidence for each assigned action item must demonstrate active progress toward closure within 30 days.
- After the 30-day corrective action window has closed, any finding with no documented progress will be escalated to the EHS Director, who will require resolution within 15 days. If the item remains uncorrected or lacks documented steps toward completion after this period, the issue will be further escalated to executive leadership for immediate action.
- A final walk-through will be conducted to ensure all action items have been satisfactorily closed

- All assessment documentation is kept on the EHS safety assessment tool for future review if required

QUESTIONS CONCERNING THIS SOP

Questions concerning this SOP should be addressed to Environmental Health & Safety at 434-582-3389 or at lusafety@liberty.edu during normal business hours (7:00 am - 5:00 pm, Monday-Friday).

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Revision Tracking

Revision Number	Revision Description	Revision Location	Date Originated/Revised	SOP Author/Reviser:	SOP Approvers
1	Original		Sept. 2025	RL Drane/Occ Team	
1	Original		February 2026		G. Bennett