

Originally Approved: 10/05/1990 Last Amended: 02/11/2014 Last Reviewed: 02/11/2014

Page: 1 of 4

#### CAMPUS ENVIRONMENTAL HEALTH AND SAFETY

#### A. Purpose

This policy outlines the procedures for complying with rules, regulations and best management practices applicable to the workplace and the environment.

# B. <u>Persons Affected</u>

This policy applies to all employees, students, volunteers, and visitors on or utilizing property owned or leased by The University of Texas-Pan American (UTPA).

## C. Policy

It is UTPA's policy to:

- 1. Comply with applicable local, state, and federal rules, regulations and best management practices pertaining to occupational health and safety and the environment.
- 2. Protect resources through sound risk management strategies.

#### D. Definitions

- 1. Campus Environmental Health and Safety Program. Program administered through the University's Department of Environmental Health and Safety (DEHS), which consists of seven (7) unique programs: Hazard Communication and Training Program, Occupational Health and Safety Program, Laboratory Safety Program, Fire and Facilities Safety Program, Environmental Protection Program, Emergency Response Program and Risk Management Program.
- 2. *Non-Compliance*. Failure or refusal to comply with defined rule, regulation, or best management practice.

# E. Responsibilities

1. Each employee and student is responsible for conducting their respective activities in a manner that is compliant with institutional rules, regulations, and best management practices. Specifically, each employee and student is responsible for reporting unsafe conditions, practices or equipment to the DEHS, for immediately reporting all injuries and accidents to their supervisor or instructor, and for assisting injured persons in obtaining prompt medical treatment, when necessary.



Originally Approved: 10/05/1990 Last Amended: 02/11/2014 Last Reviewed: 02/11/2014

Page: 2 of 4

#### CAMPUS ENVIRONMENTAL HEALTH AND SAFETY

- 2. DEHS is responsible for administering the Campus Environmental Health and Safety Program; providing expertise to interpret and train others regarding environmental and occupational health and safety-related rules, regulations and best practices; monitor the effectiveness of the safety program through routine environmental safety audits and implement measures to improve effectiveness; promote appropriate safety consciousness and procedures for the use of hazardous materials; participate in the investigation and analysis of accidents to identify measures for minimizing recurrence; and oversee the University's risk management program, including acquisition of insurance policies.
- 3. The President delegates the authority to the Director of the DEHS to require the immediate cessation of activities where DEHS determines that there is immediate danger to life and health, there is a significant risk to the environment, or there is non-compliance with an applicable rule, regulation or best management practice pertaining to occupational health and safety and the environment. The Director shall immediately notify the President and the appropriate Vice President(s) of any such cessations.
- 4. The Environmental Health and Occupational Safety Council, in conjunction with the DEHS, is responsible for establishing institutional policy to protect the environment and ensure the health and safety of all campus employees, students and visitors.
- 5. The Institutional Radiation and Biosafety Committee, in conjunction with the DEHS, is responsible for establishing policy for the acquisition, storage, use and disposal of infectious biological agents, recombinant DNA, radioactive materials, radiation producing devices, and lasers.
- 6. Deans, Department Heads, and Directors, or their designees, are responsible for ensuring that the facilities and activities that pertain to/take place in their respective departments are safe and environmentally secure, for ensuring that personnel in their respective departments adhere to this policy, and for appropriating necessary funds to correct any safety-related or environmental-related compliance issue specific to their respective departments.
- 7. Supervisors are responsible for instructing and informing personnel under their supervision about applicable mandated training as well as environmental health and safety rules, regulations, and best management practices relevant to their specific work duties, and for enforcing compliance in these areas. Supervisors must also ensure that facilities and equipment under their control are monitored and maintained in a safe condition, and that all personnel using equipment are properly trained in the operation of the equipment, are utilizing proper engineering controls and personal protective equipment, if applicable, and are following procedures associated with job duties. Supervisors should report and encourage employees to report unsafe conditions,



Originally Approved: 10/05/1990 Last Amended: 02/11/2014 Last Reviewed: 02/11/2014

Page: 3 of 4

#### CAMPUS ENVIRONMENTAL HEALTH AND SAFETY

equipment, and activities immediately, and should encourage employees to make recommendations for improving workplace safety.

8. Faculty members, student coordinators, and teaching assistants/fellows are responsible for the safety of employees and students under their academic jurisdictions and, as such, must ensure that these persons are knowledgeable of institutional rules, regulations and best practices pertaining to their specific academic tasks or activities; attend the required training specific to the laboratory and other learning activities they are engaged in; and utilize the appropriate engineering controls or personal protective equipment necessary to protect their health.

## F. Procedures

The following procedures will be followed to ensure that the University maintains compliance with Environmental Health and Safety rules, regulations and best management practices. All guidelines pertaining to and information regarding campus safety programs required by, and available through, the University are available on the DEHS website.

- 1. The DEHS will conduct routine audits of University buildings, specific facilities, laboratories, and work practices.
- 2. If it is determined by DEHS that corrective action is needed:
  - a. DEHS will inform and advise the dean, director, department head, or designee responsible for any non-compliant items about corrective actions to be taken.
  - b. For any area that is found to be, or have items that are, non-compliant, the dean, director, department head, or their designee responsible for that area or those items will ensure that corrective actions are taken.
  - c. Within 30 days of the initial audit, DEHS will conduct a routine follow up. If corrective actions have not been taken to address the non-compliant areas or items, the DEHS will have the discretion of filing a report to the applicable dean, director, or department head's supervisor, or to the Institutional Compliance Officer.

## G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years by the following Stakeholders:

- 1. Director of Environmental Health and Safety Senior Reviewer
- 2. Faculty Senate



Originally Approved: 10/05/1990 Last Amended: 02/11/2014 Last Reviewed: 02/11/2014

Page: 4 of 4

# CAMPUS ENVIRONMENTAL HEALTH AND SAFETY

- 3. Staff Senate
- 4. Student Government Association