



# **Handbook of Operating Procedures**

**Section:** 8.8.2  
Originally Approved: 10/05/1990  
Last Amended: 11/09/2005  
Last Reviewed: 11/09/2005  
Page: 1 of 6

---

## **CAMPUS ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

### **A. Purpose**

1. To ensure that campus facilities and practices are free from known hazards for all faculty, staff, students, and visitors.
2. To ensure that work and educational practices are conducted in a manner that is not harmful to the environment.
3. To ensure compliance with applicable local, state, and federal rules, regulations and best practices pertaining to occupational health and safety and the environment.
4. To protect The University of Texas-Pan American's resources through the sound risk management strategies.

### **B. Responsibilities**

1. General
  - a. It is the responsibility of each staff, faculty, or student to conduct their respective activities in a manner that is compliant with institutional rules, regulations, and best practices. Specifically, it is the duty of each staff, faculty, or student to:
    1. comply with University and departmental rules, regulations, and best practices pertaining to occupational health and safety and the environment;
    2. report unsafe conditions, practices or equipment to the Department of Environmental Health and Safety (DEHS); and
    3. inform the supervisor or instructor immediately of all injuries or accidents and assist injured persons in obtaining prompt medical treatment when necessary.
2. Department of Environmental Health and Safety (DEHS)
  - a. The DEHS is responsible for the overall administration of the Campus Environmental Health and Safety Program. Specifically, it is the DEHS's responsibility to:



# **Handbook of Operating Procedures**

**Section:** 8.8.2  
Originally Approved: 10/05/1990  
Last Amended: 11/09/2005  
Last Reviewed: 11/09/2005  
Page: 2 of 6

---

## **CAMPUS ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

1. provide expertise to interpret and train others regarding environmental and occupational health and safety–related rules, regulations, and best practices;
  2. monitor the effectiveness of the safety program through routine environmental and safety audits and implement measures to improve effectiveness;
  3. promote appropriate safety consciousness and procedures for the use of hazardous materials;
  4. participate in the investigation and analysis of accidents to identify measures for minimizing their recurrence;
  5. oversee the University’s risk management program including the acquisition of the University’s insurance policies.
- b. The Director of the DEHS has the authority to require the immediate cessation of activities where DEHS determines that there is immediate danger to life and health or there is a significant risk to the environment.
3. Committees and Councils
    - a. The Environmental Health and Occupational Safety Council, composed of representatives from academic, administrative and service organizations within the university, will in conjunction with the DEHS, establish institutional policy to protect the environment and ensure the health and safety of its students, faculty and staff.
    - b. The Institutional Radiation and Biosafety Committee will, in conjunction with the DEHS, establish policy for the acquisition, storage, use, and disposal of infectious biological agents, recombinant DNA, radioactive materials and lasers.
  4. Deans, Department Heads, Directors

Deans, department heads/chairs, and directors have the primary responsibility to ensure safe and environmentally responsible campus facilities and practices within their respective department. Specifically, it is the responsibility of the deans, department heads and directors to:



# **Handbook of Operating Procedures**

**Section:** 8.8.2  
Originally Approved: 10/05/1990  
Last Amended: 11/09/2005  
Last Reviewed: 11/09/2005  
Page: 3 of 6

---

## **CAMPUS ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

- a. ensure that personnel in their respective departments adhere to rules, regulations, and best practices (for guidelines contact [DEHS](#)) pertaining to health and safety and the environment, and
- b. appropriate the necessary funds to correct any safety-related or environmental-related compliance issues specific to their respective departments.

### **5. Supervisors**

Supervisors are responsible for instructing personnel under their direct supervision. Specifically, it is the immediate supervisor's responsibility to:

- a. ensure that facilities and equipment under their control are monitored and maintained in a safe condition;
- b. ensure that all employees under their supervision are knowledgeable of the environmental health and safety rules, regulations, and best practices relevant to their specific work duties, and enforce their compliance;
- c. coordinate with DEH&S to conduct periodic training meetings for employees to ensure uniform safety skills, including the safe operation of equipment;
- d. ensure that personnel are properly trained in the operation of the equipment and procedures associated with their specific job duties;
- e. ensure that personnel are utilizing the proper engineering controls and personal protective equipment; and
- f. report and encourage employees to report unsafe conditions, equipment, and practices immediately and to encourage recommendations from employees for improving workplace safety.

### **6. Faculty and Teaching Assistants**

Faculty members, student coordinators, teaching assistants, and teaching fellows are responsible for the safety of students and employees under their academic jurisdictions. Specifically, it is the responsibility of the faculty members, teaching assistants, and teaching fellows responsible for the immediate supervision of students in laboratory and other learning activities to:



# **Handbook of Operating Procedures**

**Section:** 8.8.2  
Originally Approved: 10/05/1990  
Last Amended: 11/09/2005  
Last Reviewed: 11/09/2005  
Page: 4 of 6

---

## **CAMPUS ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

- a. ensure that students under their supervision are knowledgeable of the institutional rules, regulations and best practices pertaining to their specific academic tasks or activities;
- b. ensure that all students under their direct supervision attend the required training specific to the laboratory and other learning activities they are engaged in; and
- c. ensure that students utilize the appropriate engineering controls or personal protective equipment necessary to protect their health.

### **C. Safety Training**

1. Deans, directors, department heads/chairs, and supervisors are responsible for ensuring that faculty, staff, and students under their responsibility attend the local, state, and federal mandated training courses.
2. Safety training is addressed in detail in the [Environmental Health and Safety, Radiation Safety, Laboratory Safety and Hazard Communication Program Manuals](#).

### **D. Hazardous Materials**

The purchase of select hazardous materials requires written DEH&S approval prior to purchasing. They include:

1. EPA-designated “highly toxic” materials,
2. Carcinogens,
3. Select Agents,
4. Radioactive materials,
5. Biosafety Level II agents and above.

### **E. Accident Investigation**

1. It is University policy to:
  - a. Report and investigate accidents;



# **Handbook of Operating Procedures**

**Section:** 8.8.2  
Originally Approved: 10/05/1990  
Last Amended: 11/09/2005  
Last Reviewed: 11/09/2005  
Page: 5 of 6

---

## **CAMPUS ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

- b. Determine the causes of accidents and prevent them from reoccurring; and
  - c. Comply with the state's Workers' Compensation regulations and University reporting requirements.
2. Initial investigation shall be conducted by the immediate supervisor as soon as notification of the accident is received. If an accident results in an injury to an employee, a [“First Report of Injury”](#) form must be completed when the supervisor is first notified and is aware of the injury. The supervisor has a time limit of 8 days to report the incident to the Department of Human Resources Workmen’s Compensation Insurance claim representative for review and analysis. (The employee must notify his or her supervisor of the injury within 30 days of the accident).
  3. The DEHS, in conjunction with the immediate supervisor, and the injured employee will then investigate the accident and implement control measures necessary to prevent the injury from reoccurring.
  4. An employee who sustains injuries determined to have resulted from the employee’s violation of safety rules or accepted safety practices or other misconduct will be disciplined which may include termination.

### **F. Program Monitoring**

1. The DEHS will conduct routine audits of University buildings, specific facilities, laboratories, and work practices and make recommendations for corrective actions.
2. The corrective actions to be taken will be directed to the dean, director, or department head/chair responsible for any non-compliant items. It is the responsibility of the dean, director, or department head/chair to ensure that corrective actions are taken in their respective departments.
3. A routine follow up will be conducted 30 days after the initial inspection. At that time, if corrective actions are not taken to address the non-compliant items, a report will be made to the Institutional Compliance Officer by the DEHS.

### **G. Applicable References**

1. [Handbook of Operating Procedures](#)
  - a. [Section 8.8.1, Department of Environmental Health and Safety](#)



# **Handbook of Operating Procedures**

**Section:** 8.8.2  
Originally Approved: 10/05/1990  
Last Amended: 11/09/2005  
Last Reviewed: 11/09/2005  
Page: 6 of 6

---

## **CAMPUS ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

- b. [Section 8.8.4, Hazard Communication Program](#)
- 2. [Environmental Health and Safety Manual](#)
  - a. Section I, Environmental Health and Safety Program
  - b. Section II, Environmental Health and Safety Standards
- 3. [Radiation Safety Manual](#)
- 4. [Laboratory Safety Manual](#)
- 5. [Hazard Communication Program Manual](#)
- 6. [National Fire Protection Association Manual\(s\)](#)

### **H. Review**

This policy shall be reviewed every three years by the Director of Environmental Health and Safety.