



## 24.01.01.D1.01 Environmental Health and Safety Program

Approved: July 16, 2018

Revised:

Next Scheduled Review: July 16, 2021

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### Procedure Summary

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The environmental health and safety program at Texas A&M University-Central Texas (A&M-Central Texas) provides services that promote a healthy and safe environment for the University community.

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### Procedure

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#### 1. DELEGATION OF RESPONSIBILITIES

Responsibilities relative to the university's environmental health and safety program (EHS) are hereby delegated as follows:

##### 1.1. Environmental Health and Safety Services

Primary responsibility for the development and maintenance of the university's environmental health and safety programs is delegated to the Safety and Risk Management Officer under the supervision of the Vice President for Finance and Administration. Specific responsibilities of this position shall include:

- 1.1.1 Identifying potentially hazardous conditions;
- 1.1.2 Developing clear, written instructions and guidelines to foster safe work; environments and maintain compliance with all applicable local, state, federal, and System health and safety standards;
- 1.1.3 Monitoring for compliance of EHS programs;
- 1.1.4 Providing timely and effective training;
- 1.1.5 Assisting and advising departments;
- 1.1.6 Working with the university laboratory coordinator and the Institutional Biosafety Committee (IBC) to develop and maintain a Biological Safety Program;

- 1.1.7 Working with the Laboratory Coordinator and A&M System Risk Management to develop and maintain a Chemical Safety Program;
- 1.1.8 Developing and maintaining a Fire & Life Safety Program to include the following:
  - 1.1.8.1 Developing and maintaining a Fire Escape and Assembly Area Plan;
  - 1.1.8.2 Developing and maintaining a Shelter-In-Place Plan;
  - 1.1.8.3 Developing, maintaining, and conducting a monthly fire extinguisher, fire suppression, and fire hydrant inspection schedule;
  - 1.1.8.4 Developing, maintaining, and conducting a monthly building safety inspection schedule; and
  - 1.1.8.5 Developing, maintaining, and conducting monthly automated external defibrillator (AED) inspection schedule, annual prescription, and medical oversight coverage.
- 1.1.9 Developing and maintaining a General Safety Program;
- 1.1.10 Working with the university laboratory coordinator to develop and maintain a Laboratory Safety Program to include the following:
  - 1.1.10.1 Monitoring compliance in Bloodborne Pathogen Training;
  - 1.1.10.2 Monitoring compliance in Hazard Communication Training;
  - 1.1.10.3 Monitoring compliance with the Hepatitis B Vaccination Program; and
  - 1.1.10.4 Monitoring compliance with the Hazardous Waste Management Program.
- 1.1.11 Developing and maintaining the University Emergency Management Plan; and
- 1.1.12 Developing and maintaining the Spill Prevention, Control, and Countermeasure Plan.

## 1.2. Environmental, Health, and Safety Advisory Council

The University's Environmental, Health, and Safety Advisory Council shall be appointed by the President. This council shall be responsible for providing advice and guidance to the Office of Safety and Risk Management on safety matters. Specific responsibilities of this council shall include:

- 1.2.1. Developing and conducting an annual Environmental Health & Safety Survey;
- 1.2.2. Developing and implementing plans to resolve identified environmental, health, and safety issues.

### 1.3. Division/department heads and other supervisory personnel

University division/department heads and other supervisory personnel are generally responsible for implementing and ensuring compliance with approved environmental health and safety standards, guidelines, regulations, procedures, etc. Specific responsibilities include:

- 1.3.1 Establishing and maintaining a culture of safety within their department or subunit thereof;
- 1.3.2 Responding to safety audits;
- 1.3.3 Monitoring for and ensuring compliance;
- 1.3.4 Identifying affected employees; and
- 1.3.5 Providing training and information.

### 1.4. Employees, students, and visitors

All employees, students, and visitors are responsible for complying with all approved health and safety rules and procedures.

## 2. INSURABLE RISK

The University recognizes the importance of mitigating risks that may impact resources. These risks can come in the form of potential loss of property, potential financial liability, and potential reputational risks.

- 2.1. The objective of this policy is to ensure that insurable risks are evaluated and coverage is secured, where applicable. Institutions of higher education may purchase insurance covering the institution and its employees against liability, risk, or exposure and covering the losses of any institutional property, utilizing funds from the institution as authorized in section 51.966 of [Chapter 51 of the Texas Education Code](#). In the purchase of insurance, the System members will benefit from leveraging the collective purchasing power of the combined members. All insurance protecting the System or its members must be purchased through System Risk Management after a risk assessment has been completed to determine both the necessity and type of coverage best suited to cover the targeted risks. There are two primary types of insurable risk:

- 2.1.1. Insuring the physical assets against financial consequences of property loss is essential in ensuring that the mission of the System is carried out with as little interruption from property loss or damage as possible; and

2.1.2. Insuring against civil liability that may occur in the carrying out of the mission of the System.

2.2. The Office of Safety & Risk Management will contact System Risk Management for guidance on obtaining insurance for physical assets and civil liability.

### 3. TRAVEL SAFETY GUIDELINES

3.1. Drivers and passengers must abide by all local, state, and federal laws. In accordance with state law, drivers and passengers must use seat belts or other available safety restraints.

3.2. Drivers must possess a valid driver's license that is appropriate for the classification of vehicle being driven.

3.3. Drivers transporting students must follow the rules established by the Office of Student & Civic Engagement.

3.4. Drivers, passengers, and their luggage should not exceed the vehicle manufacturer's recommended capacity.

3.5. Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.

### 4. ADDITIONAL STANDARDS

3.1 This rule is considered to be a minimum standard. Divisions, departments, and units, may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.

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## Related Statutes, Policies, or Requirements

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System Policy [\*24.01 Risk Management\*](#)

System Regulation [\*24.01.01 Supplemental Risk Management Standards\*](#)

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## Contact Office

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Office of Safety & Risk Management  
254-519-5771