

# 24.01.01.D1.01 Environmental Health and Safety Program



Approved July 16, 2018  
Revised: September 19, 2022  
Next Scheduled Review: September 19, 2027

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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 Manager of Facilities, Safety, & Support Services under the supervision of the Vice President for Finance and Administration. The Office of Safety & Risk Management will work with System Office of Environment, Safety, and Security for guidance on plans and programs. Specific responsibilities of this position shall include:

- 1.1.1 Identifying potentially hazardous conditions;
- 1.1.2 Developing clear, written instructions, plans, 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 including compliance reporting requirements;
- 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 Biological and Laboratory Safety Programs:
  - 1.1.6.1 Develop, maintain, and monitor training compliance with a Chemical Safety Program;
  - 1.1.6.2 Develop, maintain, and monitor training compliance with a Chemical Hygiene Plan;
  - 1.1.6.3 Develop, maintain, and monitor training compliance with a Hazard Communication Program;
  - 1.1.6.4 Develop, maintain, and monitor training compliance with a Hazardous Waste Management Program;
  - 1.1.6.5 Develop, maintain, and conduct a monthly laboratory safety inspection schedule.
- 1.1.7 Developing and maintaining a Fire and Life Safety Program to include the following:
  - 1.1.7.1 Developing and maintaining a Fire Escape and Assembly Area Plan;
  - 1.1.7.2 Developing and maintaining a Shelter-In-Place Plan;
  - 1.1.7.3 Developing, maintaining, and conducting a monthly and annual fire extinguisher, fire suppression system, fire door, and fire hydrant inspection schedule; and
  - 1.1.7.4 Developing, maintaining, and conducting a monthly building safety inspection schedule.
- 1.1.8 Developing and maintaining a General Safety Programs that includes the following monthly and annual tests and inspections:
  - 1.1.8.1 Building panic button inspections and testing (monthly);
  - 1.1.8.2 Emergency parking lot phone inspections and testing (monthly);
  - 1.1.8.3 Spill containment and drainage inspections (monthly);
  - 1.1.8.4 Oil tank leak inspections (monthly);
  - 1.1.8.5 Lighting protection system inspections (every 3 years);
  - 1.1.8.6 Emergency generator load bank testing (monthly); and
  - 1.1.8.7 Elevator firefighter emergency operations testing (monthly).

- 1.1.9 Developing and maintaining the University Emergency Management Plan;  
and
- 1.1.10 Developing and maintaining the University Business Continuity Plan;
- 1.1.11 In coordination with the Office of Human Resources develop and maintaining the University Bloodborne Pathogens Exposure Control Plan;
  - 1.1.11.1 Monitoring compliance in Bloodborne Pathogen Training
  - 1.1.11.2 Monitoring compliance with the Hepatitis B Vaccination Program
- 1.1.12 Developing, maintaining, and conducting monthly automated external defibrillator (AED) inspection schedule, annual prescription, and medical oversight coverage.
- 1.1.13 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 Facilities, Safety, & Support Services 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, implementing and maintaining Standard Administrative Procedures (SAPs), Programs, and 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; and
- 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

1.4.1 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 procedure 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 Facilities, Safety, & Support Services will work with System Risk Management for guidance on obtaining insurance for physical assets and civil liability.

### 3. MOTOR VEHICLE 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 the vehicle being driven.

3.3 Drivers transporting students must follow the rules established by the Office of Student and 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

- 4.1 This procedure 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 Facilities, Safety, & Support Services  
254-519-5771