

HEALTH

&

SAFETY

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

9.1

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| COLLEGE | Waco/Marshall | Page 1 of 6 |
| TITLE : | Health and Safety | |
| OFFICE OF RESPONSIBILITY: | Human Resources | |
| APPROVED BY: | <i>Maitha M. Ellis, Ph.D.</i> | |
| TITLE: | President | Date 09/10/01 |

STATUS Replaces Policy & Procedure 9.1 "Health and Safety" approved 06/20/90
Revised 9/23/96
Revised 09/10/01

PRACTICE

It is the practice of Texas State Technical College to promote a safe and healthful environment for all individuals attending, visiting or working at TSTC and is of prime importance to the continued success of the Campus.

PERTINENT INFORMATION

- A. The goal of the Health and Safety Policy is to provide a safe environment and to develop positive attitudes regarding safety among all members of the Campus community. It is essential that deans, directors, department heads, faculty, and staff supervisors take an active part in initiating measures to control hazards associated with activities under their direction. Safety must be an integral part of all programs at TSTC.
- B. TSTC will comply with all Federal and State legislation applicable to campus activities.

PROCEDURES

- A. Committees, appointed under authority of the President, composed of representatives from academic, administrative and service organizations within the campus will serve to advise the President on campus activities and conditions which might affect the safety of its students, faculty or staff. Specifically, the Safety Committee in conjunction with the Campus Safety Office will:

1. Review and make recommendations on the correct safety procedures to be adopted in the handling of dangerous materials.
 2. Make recommendations on the necessary restrictions of dangerous areas.
 3. Make recommendations and advise on the protection of faculty, staff and students.
 4. Coordinate responses to the Attorney General's Office and the State Office of Risk Management in reference to safety issues through compliance reports.
 5. Ensure compliance with all applicable provisions as amended to the "Employees' Safety and Health program, for Texas State agencies.
- B. The overall administration of the campus safety activities is conducted by the Office of Campus Safety. This office is the primary campus resource for broad technical and administrative guidance needed to support the various campus personnel designated to be responsible for specific aspects of program activities. The office of Campus Safety has the authority to order the immediate cessation of activities where significant danger is perceived. The office should be consulted prior to the commencement of any project requiring the use of potentially hazardous equipment or materials.
- C. It will be the responsibility of all supervisory/management personnel to implement and maintain an approved health and safety program in their areas of responsibility.
- D. Responsibilities for the Campus Safety Program.
1. General
 - a) The primary responsibility to provide and maintain a safe campus environment on a day-to-day basis lies with each department head.
 - b) Because of the wide diversity of operations within the campus and the necessary difference in organizational structure within the departments, it is recognized that certain responsibilities and procedures cannot be equally applied. Department heads will, therefore, have latitude in formulating and implementing alternative ideas and methods in their safety programs as long as the intent of the Campus Policy is not compromised. Alternative safety procedures must be submitted in writing to the Office of Campus Safety for review.
 - c) Every employee of TSTC has the responsibility to actively participate in helping create a safe campus environment.
 - d) Personnel using the equipment and facilities of TSTC are instructed to follow safe and proper procedures. Personnel will report all accidents promptly and

bring to the attention of supervisors and other personnel unsafe conditions or practices.

- e) No undertaking or project is of such importance that expediency or shortcuts will be allowed to jeopardize the safety of an individual.

2. It is the responsibility of all Administrators, Deans and Department Heads to maintain healthful and safe working conditions within their jurisdiction. They will monitor and exercise control over their assigned areas, and implement the following designated safety related procedures:

- a) Conduct or designate regularly schedule safety inspections of the department and correct any deficiencies noted. Departments having laboratories or shops will perform a minimum of one inspection per quarter. The results will be made known to all affected individuals and a copy maintained within the department and available for review by the Campus Safety Office. The Campus Safety Office will advise on questions regarding corrective actions to be taken but the authority for implementing the necessary actions will be the direct responsibility of the affected department. The Safety Manager or his designee will conduct unscheduled inspections, with a written report going to the department following such inspections.
- b) Identify areas, facilities and equipment that present a health or safety hazard. If it becomes necessary to replace, upgrade or add additional items of equipment to ensure a proper and safe working environment, such replacement, upgrading or acquisition must be given first priority. Otherwise, activities in such areas or use of such equipment must be limited or curtailed until the safety hazard is corrected.
- c) Insure that all personnel are briefed and fully understand work procedures and existing safety policies that enforce their use. Violations will be documented.
- d) Make available and enforce the use of necessary safety equipment and protective devices recommended for the job being accomplished.
- e) Make every effort to observe and comply with Campus Safety policies.
- f) Seek prompt medical treatment for all incurred injuries. Ensure that the accident is reported on the proper forms.
- g) Maintain a first-aid kit in the department and be sure that employees are made aware of its location.

- h) Actively solicit suggestions from employees that contribute to the constant improvement and establishment of hazard-free and healthful work environment.
 - i) Promptly notify the Campus Safety Office when an unusual circumstance exists that has caused or could cause an accident.
3. Supervisors are responsible for instructing personnel under their direction in proper operational procedures for the job being performed. Facilities and equipment under their jurisdiction will be monitored and maintained in a safe condition. Additional responsibilities of supervisors include:
- a) Explain to all new employees safety regulations that are relevant to their specific work duties and enforce their compliance. If there are questions regarding regulations, consultation with the Campus Safety Office is available.
 - b) Conduct periodic Environmental and Physical Safety Office training meetings for employees to ensure uniform safe operation and performance of equipment and skills. Maintain a file of those attending and the subjects covered.
 - c) Inspect work areas for hazardous conditions or unsafe practices and instigate prompt corrective action(s) to eliminate the source of potential accidents. A copy of the inspections will be maintained and available for the Campus Safety Office to review.
 - d) Report unsafe conditions, equipment and practices observed by you or employees to the Department Head and to the Campus Safety Office on the same day that such deficiencies are noted. Encourage employees to watch for and report unsafe conditions immediately.
 - e) Provide personnel with needed safety equipment, devices and clothing, and demonstrate their proper use prior to operation of equipment or performance of hazardous tasks. Enforce the use of personal protective equipment.
 - f) Maintain good housekeeping practices in all work areas.
 - g) Control unsafe practices and actions of employees such as running, smoking in prohibited areas, operating machinery without safeguards, etc.
 - h) Investigate accidents and incidents promptly and complete necessary forms to fully record such incidents.

- i) Make every effort to seek prompt medical treatment (including transportation if necessary) for employees who are injured.
 - j) Notify the Department Head of any employee who may be physically or emotionally incapable of performing duties in a safe manner.
 - k) Encourage recommendations from employees for improving the safety and efficiency of the department.
 - l) Recommend and recognize employees who maintain a uniformly safe environment and accident-free work record or who develop unique safety devices or practices for their work area.
4. Faculty members, Teaching Assistants and Teaching Aids are responsible for the dissemination of information to students (and employees) under their academic jurisdictions. These responsibilities include, but are not limited to, the following:
- a) Explain to students those Campus and Departmental safety regulations/procedures pertinent to their specific academic tasks and/or activities.
 - b) Ensure the proper use of manual or powered equipment by first demonstrating its correct operation and thereafter maintaining periodic spot check of individual users.
 - c) Require students to use personal protective devices and clothing as needed for the proposed instruction or activity. Personal protection equipment must be maintained in good repair.
 - d) Inspect instructional areas frequently for identification and prompt elimination of unsafe practices and conditions. Advice and assistance is available from the Campus Safety Office.
 - e) Make every effort to seek prompt medical treatment (including transportation if necessary) for any student injured.
 - f) Submit recommendations for the improvement of the immediate academic environment to the appropriate Administrator, Dean or Department Head.
5. TSTC employees and students are subject to all campus health and safety regulations. Compliance is vital to the creation and maintenance of a healthy and safe campus environment. Responsibilities include:

- a) Understand and comply with Campus and Departmental safety instructions, whether written or oral, when performing assigned work duties.
- b) Use only tools and equipment approved or provided by the Supervisor/Instructor.
- c) Use appropriate safety equipment and guards and work within established safety precedent, giving precedence to correct methods over expediency or shortcuts.
- d) Report unsafe conditions, practices or equipment to the Supervisor/Instructor whenever such deficiencies are observed as often as necessary to ensure their correction.
- e) Inform the Supervisor/Instructor immediately of all injuries or accidents and assist injured persons in obtaining prompt medical treatment when necessary.

**TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD**

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| No. GA 1.6.1 | Page 1 of 10 | Effective Date: 05/11/96 |
| DIVISION: | General Administration | |
| SUBJECT: | Safety Program | |
| AUTHORITY: | Minute Order #65-96 | |
| SUBMITTED BY: | <i>Karer & Almon</i> | |
| TITLE: | Risk Manager | Date: 05/11/96 |
| APPROVED BY: | <i>Cliff Groves</i> | |
| TITLE: | Chancellor | Date: 05/11/96 |

STATUS: Approved by BOR 05/11/96

HISTORICAL STATUS: Approved by MC 05/10/96
Proposed 03/27/96

POLICY

It is the policy of Texas State Technical College to provide, to the fullest extent possible, an environment for employees, students and visitors free of unsafe or hazardous conditions.

PERTINENT INFORMATION

Safety is one of the most significant organizational issues confronting Texas State Technical College. Injuries to persons while on-campus can potentially be the source of substantial loss to the individuals involved as well as the organization itself. Injured students may not be able to continue studies at the college and injured employees may not be able to work.

These reasons alone are compelling enough to dictate the need for a comprehensive safety program at Texas State Technical College. However, beyond the obvious harm and loss of productivity incurred by persons involved in safety-related accidents, the organization can simultaneously become the subject of substantial legal liability and direct financial loss. Section 75 of the current

General Appropriations Act requires state agencies, effective September 1, 1995, to reimburse the General Revenue Fund for 25% of the workers' compensation payments made for claims incurred by the state agency that involves employees whose salaries are paid from the General Revenue Fund. If other funding sources are available to an agency, the General Appropriations Act requires the agency to reimburse the General Revenue Fund for 75% for these workers' compensation payments. If any employees are funded through local funds, the Act requires 100% reimbursement to the General Revenue Fund for claims incurred by these employees. In addition, successful lawsuits filed by injured parties must now be paid jointly (10%-TSTC, 90%-State) as well.

As a capstone indicator of the need for a comprehensive safety program at Texas State Technical College, other legislation enacted September 1, 1995, requires that the college have a Safety and Health program in place by January 1, 1996. The content of such a program is tailored specifically to address the problems detailed above.

Thus, a wealth of evidence currently exists indicating a need for safety-related issues to be brought to the forefront of organizational priorities. The potential for loss, in terms of both human and financial resources, is substantial enough that prudent management and good business practice demand no less.

DELEGATION OF AUTHORITY

The ultimate responsibility for establishing and maintaining the Safety Program at Texas State Technical College rests with the Chancellor and Presidents along with the basic policies which govern the activities and limitations of the Safety Program.

The responsibility for the overall administration of Texas State Technical College Safety Program has been delegated to the Campus Safety Officer. However, the primary responsibility for providing and maintaining a healthy and safe work environment on a day-to-day basis exists at the operational department level. In this way, Texas State Technical College effectively fulfills the basic requirement of applicable laws and regulations associated with safety.

Due to the wide diversity of operations within Texas State Technical College and the differences in organizational structure, it is recognized that certain responsibilities and expressed procedures in this Safety Program cannot be equally applied. Departments have some latitude in formulating and implementing alternative methods, when necessary, so long as the total Safety Program's objectives are not compromised.

Every individual who participates in activities at Texas State Technical College, at any level, has the responsibility to actively participate in helping to promote a safe environment. Specific responsibilities of all faculty and staff are directly proportional to their operational authority. The implied moral obligation of each individual for the safety of oneself and for others are both obvious and unavoidable.

Administrators, Deans, and Department Heads

It is the responsibility of all Administrators, Deans, and Department Heads to maintain, within their jurisdiction and to the best of their ability, a healthy and safe working environment. This responsibility will include:

- ▶ Implementing the Safety Program as outlined in this Safety Plan and supplementing its contents with local directives, where necessary.
- ▶ Informing managers and first-line supervisors, under their direct supervision, that priority is to be given to the prevention of employee injuries.
- ▶ Incorporating safety matters into agendas for discussion during staff meetings.
- ▶ Integrating safety requirements into all normal management functions and activities and providing necessary assistance and training.
- ▶ Affording all personnel sufficient time to ensure quality performance of their safety management responsibilities, duties, and functions.
- ▶ Considering the extent to which safety requirements have been integrated into overall management functions when making out or reviewing performance reports of personnel under their direct managerial control.
- ▶ Directives, correspondence, and other publications originating in their section should contain safety requirements, if appropriate, that will result in safe operations, safe equipment, and safe materials.

Supervisors

Supervisors should ensure that:

- ▶ Priority is given to the prevention of employee injuries.
- ▶ All employees under their direct supervision have been made aware of the Safety Program.
- ▶ This Safety Program is fully implemented and supplemented with local directives when necessary.
- ▶ Should an accident occur involving an employee under their immediate supervision, the appropriate reporting and investigation forms are completed and forwarded immediately to the Campus Safety Officer. (See Workers' Compensation Insurance Policy H.R. 2.3.5)

- ▶ The individual with managerial responsibility over the supervisor is advised of any requirement in this Safety Program with which they cannot comply, the reasons they cannot comply, and their recommendations to achieve compliance. Additionally, this information should be documented on the Safety Suggestion form and forwarded to the Campus Safety Officer.

Employees

All employees should:

- ▶ Read this Safety Program, familiarize themselves with the rules, regulations, and standards applicable to them, their job, and the overall work environment.
- ▶ Insure that the safe performance of their job is given high priority.
- ▶ Comply with safety rules, regulations and standards.
- ▶ Not start a job or activity until they are familiar with the hazards involved.
- ▶ Maintain the required safe work environment to perform their jobs.
- ▶ Contact their supervisor or other knowledgeable manager when there is any question or doubt about how to safely perform a job, operation, or activity.
- ▶ Inform their supervisor or department head, as soon as possible, when involved in a work-related accident or injury.

Organizations Leasing Texas State Technical College Space

The employees of any organization or agency leasing or, in any other approved fashion, utilizing space within any Texas State Technical College facility are responsible for being familiar with, and adhering to, all applicable sections of this Safety Program.

Campus Safety Officer

The Campus Safety Officer should:

- ▶ Become familiar with this Safety Program and assist Department Heads in implementing the Safety Program within their departments.
- ▶ Coordinate the accident reporting and investigation procedure on all accidents which involve employees.
- ▶ Coordinate the safety training activities and records of employees.

- ▶ Coordinate various other safety-related activities within each department.
- ▶ Perform related duties as necessary.

OPERATING REQUIREMENTS

Adherence to proper safety procedures and standards has been proven to exert a profound effect on the reduction of personal injuries, property damage, and work interruptions. The combined effort on the part of management to incorporate safety oriented procedures and practices into their overall programs assures the success of the Texas State Technical College Safety Program.

Planning

Of all the management functions/activities, proper planning is the most important. When a task has been properly planned and carried out, the desired results are usually achieved in an efficient, economical and safe manner. Work tasks will be planned to ensure that potential hazards and accidents are identified in the planning stage. Action can be taken to correct the hazard or otherwise prevent accidents through one or more of the management functions/activities. Broad safety planning must start with the President; extend to the Deans, Program Chairs and Department Heads for additional planning; then continue through normal channels to Supervisors where in-depth planning will be done and executed.

Organizing

Work tasks will be organized with safety being incorporated into all phases of the operation.

Coordinating

Safety requirements extend across normal lines of responsibility at Texas State Technical College. These requirements must be coordinated, when appropriate, with other units. To ensure that personnel are aware of their specific duties and responsibilities, and projects are completed safely. Operations/activities/work projects having safety implications in other units or involving other personnel should not begin until necessary coordination has been effected.

Evaluating

Work activities will be observed and evaluated frequently by managers, supervisors, and the Campus Safety Officer. Unsafe activities will be corrected immediately. If appropriate, the work will be halted until the corrective measures can be implemented.

Safety Orientation for New Employees

New employees will receive an introduction to the Texas State Technical College Safety Program and its overall goals. This will be done by the Safety Officer and should take place at the new employees' orientation. The orientation should include a statement that Texas State Technical College is committed to the safety of all employees and is making a concerted and continuing effort to prevent accidents.

Safety Training for Employees

Employees, who have been properly trained to do their jobs, perform in a safer manner. Hazard recognition is an essential part of proper safety training.

The Campus Safety Officers have access to safety training videotapes, slide programs, and an extensive safety publication library. In addition, safety films, tapes, slides and publications are available from the Texas Workers' Compensation Commission, the Attorney General's Office, the Texas Safety Association, and numerous other sources.

The Campus Safety Officer will provide the required safety training classes for employees and maintain the necessary records. These records will include the names of attendees, date of training, name of instructor, and title of training subject. Records of training under The Texas Hazard Communication Act will be maintained for 30 years.

Texas Hazard Communication Act (Right-to-Know Law)

The purpose of the Texas Hazard Communication Act (Right-To-Know Law) is to improve the health and safety of employees by providing access to information regarding hazardous chemicals to which they may be exposed either during their normal employment activities, during emergency situations, or as a result of proximity to the use of those chemicals. The Notice to Employees briefly outlines the content of the Texas Hazard Communication Act. Annual training will be provided by the Campus Safety Officer.

Departmental Safety Meetings

Departmental safety meetings will be held every other month. The purpose of these meetings is to provide employees an opportunity to be heard and to discuss safety-related problems and solutions, to help improve employee safety, and to prevent accidents.

The Safety Program is the employees' program and is designed for their protection. All employees will be given the opportunity to participate.

Purchasing

Prior to purchasing any item for use by Texas State Technical College employees, full consideration will be given to the safety factors involved. The item purchased will meet safety standards. All machines must be properly guarded. Items that do not meet safety standards will not be purchased.

