01. POLICY STATEMENTS

01.01 It is the policy of Texas State University to protect the physical, human, fiscal, and environmental resources of the university, and to minimize the total costs of risk to the university. The Texas State Safety Manual and various programs contain the university’s Environmental Health, Safety, and Risk Management (EHSRM) Program.

1.02 The EHSRM Office has primary responsibility for promulgating policies and procedures, to assure that the university complies with federal, state and local guidelines, as well as best-practices, related to environmental and occupational safety and health requirements.

02. REFERENCES

02.01 State and national standards applicable to the EHSRM Program include:


b. The National Fire Protection Association (NFPA) standards which include Life Safety Codes

c. Centers for Disease Control (CDC) and the National Institutes of Health (NIH) Guidelines on: Biosafety in Microbiological and Biomedical Laboratories (BMBL)

d. National Institutes of Health (NIH): Guidelines for Research involving Recombinant DNA Molecules, and

e. Regulations and standards promulgated by applicable state agencies including: State Office of Risk Management (SORM), Texas Department of State Health Services (TDSHS), Texas Department of Insurance (TDI), Texas Commission on Environmental Quality (TCEQ), State Fire Marshal’s Office and the Environmental Protection Agency (EPA).
02.02 The Texas State Safety Manual provides guidelines and procedures for the EHSRM of the university. A hard copy of the Safety Manual is available for reference in the EHSRM Office; it is also available on the EHSRM Web page. The EHSRM Web page will publish changes to the Safety Manual.

For immediate dissemination of a safety requirement, the EHSRM Office will publish by memorandum, through the vice president for Finance and Support Services, the safety and health requirement when applicable.

02.03 Refer to the following programs which address major areas of the university EHSRM Program:

- Texas State Wellness Program
- Workers’ Compensation Injuries, Illnesses, and Claims
- Employees with Serious Illnesses
- Tobacco Policy
- Fire Safety Program
- Fire Alarms, Fire Drills, and Facilities Evacuation
- Hazard Communication Program
- Hazardous Materials and Waste Management
- Radiation Safety
- Laser Safety
- Animals on University Property

03. RESPONSIBILITIES AND DUTIES

03.01 Director, EHSRM

The director has primary responsibility for administration of and compliance with EHSRM. This includes:

a. inspecting university workplaces for occupational safety hazards and risks;

b. recommending preventive and corrective action;

c. establishing and coordinating environmental and occupational safety training programs;

d. reviewing and acquiring adequate property insurance coverage;

e. serving as the official university contact with state agencies regarding environmental and occupational safety and health;
f. preparing mandated reports and analytical data related to the Environmental, Health & Safety Program; and

g. authority of having jurisdiction over Fire Alarms Systems and Life Safety Codes.

03.02 Department Heads and Account Managers

These positions have responsibility for assuring that their respective areas comply with the federal, state and local guidelines and university policies related to environmental and occupational safety and health.

03.03 Supervisor and Employee

All university employees, including regular as well as temporary, part-time, and student workers, are affected by and must become familiar with the EHSRM Safety Manual. All university personnel should report actual and potential occupational safety hazards to the director, EHSRM or designee. Every member of the Texas State community has a basic responsibility for his or her own personal safety. Certain faculty and employees have an increased level of responsibility in safety issues.

03.04 University Safety Committee

The Safety Committee will advise and assist the university administration in promoting a safe environment for everyone on the Texas State campus. The Safety Committee will provide a forum for implementing, maintaining and enhancing the safety culture, and reviewing policies and procedures within Texas State. Texas State is committed to preventing injury and illness and promoting a safe and healthy work environment. All members of the university community share this responsibility.

04. APPPOINTMENT AND DUTIES OF DIVISION AND DEPARTMENT DIRECTORS

04.01 Additional duty safety officers (ADSOs) are appointed in appropriate departments and divisions to assist the administrators in those areas in complying with the Environmental, Health & Safety Program. Each department’s ADSO serves as a point of contact to the EHSRM Office. Department heads will appoint an ADSO for their department or area for each fiscal year and will notify EHSRM of their appointee. Refer to UPPS No. 04.04.43, Workers' Compensation Injuries, Illnesses, and Claims, for additional ADSO duties associated with such claims.

04.02 This link is a list of appointed ADSO's [http://www.fss.txstate.edu/ehsrm/programs/adso/contentParagraph/00/document/ADSO_2011b.pdf](http://www.fss.txstate.edu/ehsrm/programs/adso/contentParagraph/00/document/ADSO_2011b.pdf). Departments not listed may also appoint an
ADSO to assist in maintaining a safe and healthy work environment. The EHSRM Office will coordinate additional appointments.

04.03. The appointed division or department ADSO will receive program guidance and assistance from the EHSRM Office. ADSO’s should attend an ADSO orientation conducted periodically by the EHSRM.

05. REVIEWERS OF THIS UPPS

05.01 Reviewers of this UPPS include the following:

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<thead>
<tr>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Director, Environmental Health, Safety and Risk Management</td>
<td>June 1 E4Y</td>
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06. CERTIFICATION STATEMENT

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, Environmental Health, Safety and Risk Management; senior reviewer

Vice President for Finance and Support Services

President