

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Health and Safety

Policy Number: 13.10

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/29/2019

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy affirms the university's commitment to protect the health and safety of its employees, students, and the general public, as well as the university's physical and financial assets. This document establishes the authority and responsibility for the proper management of the university's health and safety program, which is achieved through appropriate compliance with university policies, procedures, and applicable laws and regulations. It also intends to create an awareness of and a commitment to an effective safety program among all members of the university community.

Reason for the addition, revision, or deletion (check all that apply):

- Scheduled Review Change in law Response to audit finding
 Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Minor changes

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
Dr. Jeremy Higgins, Director of Environmental Health, Safety, and Risk Management
Damon Derrick, General Counsel

Health and Safety

Original Implementation: February 11, 1977

Last Revision: ~~January 29, 2019;~~ February 1, 2022

Purpose

This policy affirms the university's commitment to protect the health and safety of its employees, students, and the general public, as well as the university's physical and financial assets. This document establishes the authority and responsibility for the proper management of the university's health and safety program, which is achieved through appropriate compliance with university policies, procedures, and applicable laws and regulations. It also intends to create an awareness of and a commitment to an effective safety program among all members of the university community.

Enterprise Risk Guidelines is *are* the primary program document for the university's safety and health program. It is *was* developed by the State Office of Risk Management and provides the direction and basis for developing and implementing a comprehensive *risk management program*.

General

The primary concern of the health and safety program is the safety and well-being of the students, faculty, staff, and visitors. The program is promoted through safety procedures, hazard identification, training, and loss-control measures focused on the reduction of accidents and risk. This policy applies to all university employees, students, university affiliates, visitors, and owned or leased facilities, buildings, or property.

Responsibility and coordination of various aspects of the university's health and safety program is vested in the Environmental Health, Safety, & Risk Management (EHSRM) Department that reports to the vice president for finance and administration of the university. EHSRM will ensure the university is compliant with all applicable federal and state laws and regulations relating to health and safety. The Risk Management for Texas State Agencies (*RMTSA*) *Enterprise Risk Guidelines*, published by the State Office of Risk Management, is the primary program document for the university's safety and health program. While health and safety compliance rests primarily with EHSRM, it is also the responsibility of all university members to comply with the health and safety policy, procedures, trainings, and inspections.

Responsibilities are assigned to individuals at appropriate levels of authority and expertise as follows:

The responsibility for physical safety, fire and life safety protection and emergency protocols, occupational health and safety, risk management, safety training and inspections, workers'

compensation, acquiring adequate property insurance coverage, environmental safety, hazardous and radioactive materials, asbestos management, laboratory safety, and accident prevention and investigation is assigned to the director of environmental health, safety, and risk management (EHSRM), who reports to the vice president for finance and administration. The director of EHSRM also serves as the official university contact for federal and state agencies regarding environmental and occupational safety and health.

- The responsibility for campus security, emergency procedures, traffic control, criminal investigation, and civil order is assigned to the chief of university police who reports to the vice president for ~~university affairs~~ *finance and administration*.
- The responsibility for the maintenance of the health of students is assigned to the *interim* director of university health services, who reports to the vice president for ~~university~~ *student affairs*.

Providing a Safe Workplace

Facilities will be designed in a manner consistent with health and safety regulations and standards of good design. University departments responsible for the design, construction, and/or renovation of facilities shall consult in a timely manner with EHSRM to ensure that there is appropriate health and safety review of facility concepts, designs, fire protections, and plans.

Faculty and staff supervisors, in coordination with EHSRM, shall ensure that personnel receive proper safety training as required by their job task or by result of hazard identification. SFA encourages employees and students to report health and safety hazards to their supervisors or EHSRM. Employees and students shall not be retaliated against in any manner for bona fide reporting of health and safety hazards to SFA.

Faculty and staff supervisors, in coordination with EHSRM, shall ensure that regular, periodic inspections of workplaces are conducted to identify and evaluate workplace hazards and unsafe work practices. Means of correcting discovered hazards and/or protecting individuals shall be determined and implemented appropriately and in a timely manner. Unsafe conditions which cannot be corrected by the supervisor must be reported to department management and EHSRM.

Any individual who becomes aware of a situation immediately dangerous to health or safety shall promptly report the danger to EHSRM and to the faculty, staff, and students who may be affected. The director of EHSRM has the authority to intervene or shut down any university activity considered to present a clear and imminent danger to health or safety. This shall remain in effect until the danger has passed or been mitigated to the extent that the imminent danger no longer exists.

Support

In addition to these specific responsibilities, it shall be the general responsibility of all SFA employees

and students to keep themselves informed of conditions affecting their health and safety; to comply with SFA health and safety policies, programs, procedures, and practices; to participate in training and inspection programs provided by their supervisors and EHSRM; and to adhere to healthy and safe practices in their workplace, classroom, and laboratories.

Management and supervisors are responsible for protecting the health and safety of employees and students under their supervision by implementing SFA health and safety policies, practices, and programs; ensuring all laboratories, workplaces, and equipment are safe and well maintained; and by ensuring that workplaces or laboratories ~~are in compliance~~ *comply* with federal, state, and local regulations. Supervisors are also responsible for the education of their employees and students concerning proper job procedures and recognized hazards before making task assignments.

Implementation

In all university activities and endeavors, safety is the first concern. The members of the university community shall comply with all federal, state, and local statutes, rules, regulations, and codes by which the university is bound. They shall also attempt to comply with the spirit of any *known* non-binding requirement which would further the university's intent to provide and maintain a safe and healthful environment in which to work, study, and live.

Cross Reference: Risk Management (13.19); Tex. Health & Safety Code Ch. 502

Responsible for Implementation: Vice President of Finance and Administration

Contact for Revision: Director of Environmental Health, Safety, and Risk Management

Forms: None

Board Committee Assignment: Academic and Student Affairs