

Texas A&M University-San Antonio

24.01.01.00.11 Employee Safety Responsibility

Approved: September 4, 2015

Next Scheduled Review: September, 2020

Procedure Statement

Safety is the business and responsibility of every employee at Texas A&M University-San Antonio (A&M-San Antonio) and can be better achieved through proper engineering, education, training, use of protective equipment, and compliance with safety rules, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures.

Reason for Procedure

The reason for this Procedure is to ensure A&M-San Antonio is providing its employees a reasonably safe environment in which to work.

Official Procedure

1. Each division, department, work area, and lab will include at a minimum the following:
 - 1.1 Develop and implement site specific processes to educate employees about their responsibilities for safety;
 - 1.2 Ensure that all employees and students comply with emergency response and evacuation procedures (e.g. fire, medical, hazardous material); and,
 - 1.3 Determine the proper evacuation location away from the building or work area where department personnel should go for accountability during emergencies.
2. Employee responsibilities will include, at a minimum, the following:
 - 2.1 Comply with applicable environmental, health, and safety rules, procedures, laws, and accepted safe work practices;
 - 2.2 Observe environmental, health, and safety signs, posters, warning signals, and written directions;

- 2.3 Be familiar with the Emergency Action Plan(s), the facility/building emergency assembly area and respective building coordinator(s), and participate in emergency drills;
 - 2.4 Learn about potential hazards associated with work duties/tasks and work area; know where information on these hazards is kept for review; and use this information when needed;
 - 2.5 Follow safe standard operation procedures and specific guidance, such as Safety Data Sheets (SDS) or chemical label instructions, if applicable;
 - 2.6 Be familiar with and follow the [Laboratory Safety Guideline](#), if applicable;
 - 2.7 Use engineering controls (e.g. fume hoods) and personal protective equipment appropriate to the work area/environment;
 - 2.8 Stop work if there is a reasonable belief with continuation of the work might create a potential hazard to health or safety, and immediately notify a supervisor in the chain of authority over the work and/or location;
 - 2.9 Report all unsafe acts and conditions, illnesses, and injuries to the appropriate personnel (e.g. supervisor, manager, Office of Safety, Risk and Emergency Management, and/or Office of Human Resources);
 - 2.10 Communicate unsafe conditions, defective equipment, and/or other hazards to co-workers;
 - 2.11 Participate in relevant health and safety training;
 - 2.12 Participate in relevant monitoring programs and inspections;
 - 2.13 Non-performance of any task the employee is not qualified or properly trained to perform;
 - 2.14 Quickly and safely evacuate facilities or area(s) when advised; and,
 - 2.15 Know the assigned evacuation location and evacuate to it for accountability of personnel during any evacuation or emergency.
3. The Office of Safety, Risk and Emergency Management responsibilities will include, at a minimum, the following:
 - 3.1 Upon request or demonstration of need, provide review and/or professional advice/guidance for division, department, work area and laboratory site specific safety plans and guidelines.

- 3.2 Provide professional assistance and guidance to any requesting division, department, work area or laboratory; and,
- 3.3 Upon request, demonstration of need or regulatory direction, provide environmental, health, and safety compliance reviews, evaluations and inspections for all A&M-San Antonio property and processes.
- 3.4 All new employees will be provided with an overview of their roles and responsibilities during new employee orientation. The Office of Safety, Risk and Emergency Management will provide information of the university's Quick Reference Guide to Emergencies and the services provided by the department.
- 3.5 Office of Safety, Risk and Emergency Management will review and update the Quick Reference Guide on an annual basis or as necessary.

Related Statutes, Policies, or Requirements

System Policy [24.01 Risk Management](#)

System Regulation [24.01.01 Risk Management Programs](#)

A&M-San Antonio [Laboratory Safety Guideline](#)

Contact Office

Business Affairs, Office of Safety, Risk and Emergency Management (210) 784-1150
