

# Health and Safety

**Original Implementation:** February 11, 1977

**Last Revision:** January 26, 2016

## I. PURPOSE

This document will establish for Stephen F. Austin State University the policy for the protection of the university's human and material resources and the maintenance of a safe and healthful environment complementary to the university's needs and the accomplishment of its goals.

## II. SCOPE

The intention of this policy statement is to create among all members of the university community an awareness of and a commitment to an effective safety program. The primary concern of this program is the safety and well-being of the students, faculty, staff and visitors. The program is promoted through safety procedures, training, identification of hazards, and initiation of loss-control measures aimed at the overall reduction of accidents and risk.

## III. ENVIRONMENTAL HEALTH, SAFETY, & RISK MANAGEMENT

Responsibility and coordination of various aspects of the university's safety program is vested in the Environmental Health, Safety, & Risk Management (EHS&RM) Department that reports to the vice president for finance and administration of the university.

## IV. RESPONSIBILITIES

The Risk Management for Texas State Agencies Guidelines, published by the State Office of Risk Management, is the program document for the university's safety and health program. Responsibilities are assigned to individuals at appropriate levels of authority and expertise as follows.

1. The responsibility for physical safety, fire protection, occupational health, emergency procedures, risk management, safety training, 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 university director of Environmental Health, Safety, and Risk Management (EHS&RM), who reports to the vice president for finance and administration. The director of EHS&RM also serves as the official university contact for federal and state agencies regarding environmental and occupational safety and health.
2. 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.
3. The responsibility for the maintenance of the health of students is assigned to the director of University Health Services, who reports to the vice president for university affairs.

## V. PROVIDING A SAFE WORKPLACE

1. 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 with EHS&RM to ensure that there is appropriate health and safety review of facility concepts, designs, and plans.
2. SFA encourages employees and students to report health and safety hazards to their supervisors or EHS&RM. Employees and students shall not be retaliated against in any manner for bona fide reporting of health and safety hazards to SFA.
3. Faculty and staff supervisors, in coordination with EHS&RM, shall ensure that regular, periodic inspections of workplaces are conducted to identify and evaluate workplace hazards and unsafe work practices.
4. 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 the next higher level of management.
5. Any individual who becomes aware of a serious concealed danger to health or safety shall immediately report the danger to the EHS&RM Department and to the faculty, staff, and students who may be affected.
6. The director of EHS&RM 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.

## VI. SUPPORT

In addition to the aforementioned and specifically-assigned responsibilities, it shall be the general responsibility of all SFA employees and students to keep themselves informed of conditions affecting their health and safety; comply with SFA health and safety policies, programs, procedures, and practices; participate in training programs provided by their supervisors and EHS&RM; and 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, by ensuring workplaces and equipment are safe and well maintained, and by ensuring that workplaces or laboratories are in compliance with federal, state and local regulations. They are also responsible for the education of their employees and students in regard to proper job procedures and recognized hazards before making task assignments.

## VII. 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 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:** President

**Contact For Revision:** President, Director of Environmental Health, Safety, and Risk Management.

**Forms:** None

**Board Committee Assignment:** Academic and Student Affair