Health and Safety

Original Implementation: February 11, 1977
Last Revision: January 29, 2013

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 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 program except as noted below. 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, and engineering controls 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 university director of EHS&RM will assume the duties of accident prevention coordinator. The university safety officer acting as the workers compensation coordinator shall report to the university director of EHS&RM.

2. The responsibility for control of hazardous materials, including use, storage, and disposal of regulated hazardous materials, as well as the responsibility for compliance with the Texas
Hazard Communication Act, is assigned to the director of EHS&RM who reports to the vice president for finance and administration.

3. The responsibility for radiological safety, including the purchase, transportation, use, storage, and disposal of radioactive materials is assigned to the radiation safety officer who reports to the director of EHS&RM. The radiation safety officer will assume the responsibility for the Radioactive Materials Management Program to assure compliance with the conditions of the license/registrations issued by the Texas Bureau of Radiation Control, Texas Department of Health.

4. The responsibility for campus security, traffic control, criminal investigation, and civil order is assigned to the chief of university police who reports to the vice president for university affairs.

5. 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. 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, practices, and programs, participate in training programs provided by their supervisors and EHS&RM, adhere to healthy and safe practices in their workplace, classroom, and laboratories, and advise their supervisor or instructors of serious hazards in the workplace, classroom or laboratory.

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.

VI. 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