Safe Working and Educational Areas Policy

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General Description

Exceptions:

None.

Policy Content

Ergonomics

All office areas and work space shall be designed with ergonomic factors taken into consideration.

Safety Awareness Program

Environmental Health and Safety, in conjunction with the Safety, Security, and Health Committee, will coordinate the publicity of University safety programs and objective.

Safety Records System

In order to comply with federal, state and local requirements, and to identify and correct hazardous conditions and practices, the following reports and records are to be maintained.

Environmental Health & Safety

- Inspection and audit records
- Accident investigation records
- Safety procedures and practices from departments
- Training Records
- Records concerning safety procedures and regulation developed by Environmental Health & Safety
- Workplace Chemical lists
- Hazardous materials inventories

- University MSDS records
- University Personnel Safety Records
- Identification of a Chemical Hygiene Officer
- Development of a Chemical Hygienic Plan

Safety-Related Licenses and Registrations

Environmental Safety

- U.S. Department of Environmental Protection Small Quantity Hazardous Waste Generator registry # (EPA) TXD 9808-10881, Texas Department of Health (TDH) registry #69129
- Industrial Alcohol Use Permit #A-3241-01
- Texas Department of Health Radioactive Material License #L01668, Amendment #12
- Drug License - Biology Department DEA PEO217097, DPS 60049876 and DEA PEO126068, DPS JOO40282
- Animal Welfare Assurance #A-3241-01

Physical Plant Office

- Texas Department of Agriculture applicator's license #N-4099
- City of San Antonio Swimming Pool License #3443
- Food Service
- Health Department Certificates
- City of San Antonio Food Establishment License
- Central Injury Reports by Category
- Injury/Illness Reports

Safety Training

1. **New Employee Training**

    - Each department, in conjunction with Environmental Health and Safety shall incorporate Environmental Health and Safety principles in their employee orientation program.
    - The Office of Human Resources shall orient new employees concerning working conditions and general safety policies in effect on the Trinity University campus.
    - Environmental Health and Safety will orient new employees during their six-month probationary period on procedures for reporting emergencies, accidents and injuries.
    - Department supervisors will orient new employees regarding site-specific safety practices. Supervisors are to advise those employees exposed to hazardous materials of their rights under the Texas and OSHA Hazardous Communication Standards.

- The department supervisor will provide written guidelines that the employee is to follow.
- The department supervisor will advise employees of the location of MSDS's relevant to an employee's work area.
- The department supervisor will complete a New Employee Orientation Checklist.

2. **Student Orientation**

   As an educational institution, Trinity University places a special emphasis on safety education as a component of the student's overall learning experience.

   At the start of each school year, Residential Life staff, in conjunction with Environmental Health and Safety, shall advise residents:

   - about University safety policies;
   - of specific Residential Life safety rules;
   - on occupancy safety policies and rules; and
   - on procedures for reporting emergencies, accidents and injuries.

   Classroom and Laboratory Safety - Departments with classes and laboratories using specialized equipment shall advise students of safety policies including:

   - safety practices and procedures to be followed in classroom areas;
   - course requirements in respect to compliance with safety policies and rules; and
   - procedures for reporting emergencies, accidents and injuries.

   Student Activity - The Vice President for Student Affairs shall promulgate a system of supervision to ensure safe practices in the student activity area.

   Student employees shall receive a brief orientation in the Office of Human Resources regarding general University safety practices and procedures prior to reporting to their work unit.

   Department supervisors will orient employees regarding site-specific safety practices

3. **Faculty/Supervisory In-Service Training Awareness**

   Each department, as appropriate, shall provide specialized safety training awareness for its employees.

   Departments are to train employees each time a new hazard is introduced into a work area. This training is to be documented.

4. **Off-Campus Groups Utilizing University Facilities**

   The official university sponsor of any campus group utilizing university facilities will ensure that safe practices and procedures are followed.

Revision Management

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Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

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