

I. INTRODUCTION

1.0 TAMUG Environmental Health & Safety

1.1 TAMUG Environmental Health & Safety is responsible for managing safety and health programs for Texas A&M University at Galveston and also for working with the other Texas A&M University System components in development of local safety programs. The overall objective is to maximize the safety and health of employees, students and visitors campus wide.

1.2 Programs and services provided by TAMUG Environmental Health & Safety include the following:

1.2.1 Monitor safety regulations

1.2.2 Develop policies and/or protocols concerning safety and health issues

1.2.3 Disseminate information concerning safety regulations, policies, and protocols

1.2.4 Submit reports and other required documentation to pertinent state agencies

1.2.5 Evaluate facilities to maintain safe work environments

1.2.6 Inspect/test safety equipment such as fire extinguishers and fume hoods

1.2.7 Report results of evaluations, tests, etc., along with recommended corrective measures to appropriate personnel for action

1.2.8 Dispose of hazardous waste

1.2.9 Review construction plans for compliance with codes and standards

1.2.10 Respond to emergencies such as fires or chemical spills

1.2.11 Measure environmental parameters such as vapors or noise

1.2.12 Provide safety-related training

1.2.13 Evaluate injury reports for accident trends and perform investigations as appropriate

1.2.14 Maintain Material Safety Data Sheets (MSDS) as an information resource on hazardous materials

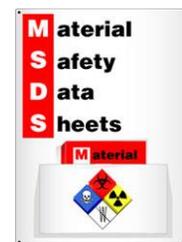
1.2.15 Assist with emergency preparedness planning for major disasters and coordinate University plans with the local community

1.2.16 Assist departments in the development of Emergency Evacuation Plans

1.2.17 Participate in safety committees and task forces

1.2.18 Publish the Safety Dispatch newsletter

1.2.19 Maintain a library of safety audiovisual programs and relevant safety regulations and nationally recognized codes and standards



2.0 Employees and Students

- 2.1 All University employees and students are responsible and accountable for safety performance and environmental protection.

3.0 TAMUG Administration

- 3.1 The TAMUG Administration is responsible for the following:
 - 3.1.1 Providing the facilities and equipment required for a safe work environment
 - 3.1.2 Reviewing and approving health and safety policies and protocols
 - 3.1.3 Correcting safety deficiencies by establishing priorities and committing resources, as appropriate
 - 3.1.4 Making “working safely” a condition of employment.



4.0 Supervisors, Department Heads, and Directors

- 4.1 Supervisors, Department Heads, and Directors are responsible for the following:
 - 4.1.1 Promoting safety and loss prevention
 - 4.1.2 Eliminating or controlling occupational hazards
 - 4.1.3 Periodically conducting safety and loss control evaluations
 - 4.1.4 Ensuring that employees are adequately trained in safety policies and protocols
 - 4.1.5 Ensuring that employees are provided with appropriate personal protective clothing and equipment for safe job performance
 - 4.1.6 Perform accident investigation, as necessary.



5.0 Faculty, Staff, and Students

- 5.1 Faculty, staff, and students are responsible for the following:
 - 5.1.1 Performing their jobs in the safest prescribed manner
 - 5.1.2 Eliminating and/or reporting workplace hazards
 - 5.1.3 Reporting accidents, incidents, and unsafe practices or conditions to supervisors
 - 5.1.4 Complying with safety and health policies and protocols

6.0 TAMUG Safety Manual

- 6.1 The Texas A&M University Safety at Galveston Manual has been developed by TAMUG Environmental Health & Safety as a reference manual. It describes programs, practices, and procedures to be followed to help ensure a safe and healthy environment. It is the intent of the University to comply with all relevant occupational and environmental regulations and nationally recognized codes and standards. Using the manual's protocols will complement responsible efforts to foster safe work habits and to maintain safe work environments.

END OF SECTION