

PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

24.01.01.P0.08 Employee Safety Responsibility

Approved (April 15, 2011)

Next Scheduled Review (April 2012)

1. PURPOSE

- 1.1 In compliance with A&M System Policy 24.01 Risk Management, the University is committed to providing its employees a safe environment in which to work. Safety is the business and responsibility of every employee 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.

2. RESPONSIBILITIES

- 2.1 Each Division, department, work area, and lab will:
- 2.1.1 Develop and implement site specific rules and procedures to educate employees about their responsibilities for safety.
 - 2.1.2 Conduct Job Safety Analysis and/or Risk Assessment of all work tasks.
 - 2.1.3 Ensure that all employees and students comply with emergency (fire, medical, hazardous material), response and evacuation procedures.
 - 2.1.4 Determine the proper evacuation location away from the building or work area for department personnel to go to for accountability during emergencies.
- 2.2 Employee responsibilities will include, at a minimum, the following:
- 2.2.1 Comply with applicable environmental, health and safety rules, procedures, laws and accepted safe work practices.
 - 2.2.2 Observe environmental health and safety signs, posters, warning signals, and written directions.
 - 2.2.3 Be familiar with the PVAMU emergency operations plan, the facility/building emergency assembly area and the building coordinators for their building, and participate in emergency drills.
 - 2.2.4 Learn about potential hazards associated with the work and work area; know where information on these hazards is kept for review; and use this information when needed.

- 2.2.5 Follow safe standard operating procedures and specific guidance, such as Material Safety Data Sheets (MSDS) or chemical label instructions, if applicable.
- 2.2.6 Be familiar with and follow the PVAMU Safety Manual and Laboratory Safety Manual guidance, if applicable.
- 2.2.7 Use engineering controls (e.g., fume hoods) and personal protective equipment appropriate to the work.
- 2.2.8 Stop work if there is a reasonable belief that 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.
- 2.2.9 Report all unsafe acts, unsafe conditions, illnesses, and injuries to the appropriate persons (supervisor, manager, Environmental Health & Safety and HR).
- 2.2.10 Warn co-workers about unsafe conditions, defective equipment, and other hazards.
- 2.2.11 Participate in health and safety training applicable to the work situation.
- 2.2.12 Participate in monitoring programs and inspections as applicable to the work situation.
- 2.2.13 Not perform any task the employee is not qualified or trained to perform in a safe manner.
- 2.2.14 Quickly and safely evacuate facilities or area when advised to evacuate via fire alarm or verbal notification.
- 2.2.15 Know the assigned evacuation location and evacuate to it for accountability of personnel during any evacuation or emergency.
- 2.3 Environmental Health & Safety Department (ENHS):
 - 2.3.1 Will review and approve all division, department, work area and laboratory site specific safety plans and procedures.
 - 2.3.2 Will provide assistance and guidance to any division, department, work area or laboratory that requests ENHS support.
 - 2.3.3 Will provide compliance reviews, evaluations and inspections of all Divisions, departments, work areas, laboratories and elsewhere for all PVAMU property and processes.

Contact Office: Environmental Health & Safety Department, 936-261-1745