

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

24.02.01.P0.01 Health, Safety, and Environmental Management Programs Procedures
Approved: June, 2009

1. Purpose

- 1.1 The purpose of the Health, Safety, and Environmental Management Programs Procedures is to help ensure that the University complies with all relevant local, state, and federal occupational and environmental regulations, codes, and standards.

Prairie View A&M University is committed to the development and maintenance of health, safety, and environmental management programs. Safety is the business and responsibility of every campus citizen and can be better achieved through proper engineering, education, training, protective equipment, and enforcement of safety rules. The structure and responsibilities for the programs are shown below.

2. Procedures and Responsibilities

- 2.1 The chief executive officer (CEO) of PVAMU is responsible for developing, maintaining, funding and documenting health, safety, and environmental management programs and for overseeing their implementation and management. The Environmental Health and Safety Department, through the Vice President of Business Affairs, is responsible for the administration of these programs. The objectives of the programs shall be to:
- 2.1.1 Provide a safe environment for students, employees, and the public.
 - 2.1.2 Reduce the frequency and severity of incidents.
 - 2.1.3 Comply with appropriate environmental laws.
 - 2.1.4 Minimize the risk of accidental job-related deaths, occupational injuries and illnesses, state property losses, and environmental contamination by the use of recognized loss prevention and control techniques.
 - 2.1.5 Establish written performance/accountability standards and objectives to reduce the incidence of death, injury, or illness to persons, to conserve property and resources of the state, and to preserve the environment.
 - 2.1.6 Provide adequate safety, health, environmental, and property preservation training and education for managers, supervisors, and employees.
 - 2.1.7 Establish environmental health and safety advisory committee(s).
 - 2.1.8 Promote work practices that ensure the safety of persons and the preservation of state property and the environment.
 - 2.1.9 Establish a procedure for conducting periodic environmental health and safety inspections so that potential hazards and risk are detected and corrected or controlled in a timely manner.
 - 2.1.10 Promote investigation of incidents, injuries, and reported near misses to determine cause, effect, and means for prevention.
 - 2.1.11 Develop and maintain the University emergency management plan as defined in System Regulation 34.07.01.
- 2.2 The Director of the Environmental Health and Safety Department is to maintain programs that meet the objectives set forth in 2.1 above. The programs are to be reviewed by the Environmental Health and Safety Committee and approved by the Vice President for Business Affairs and, when required, the President.

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- 2.3 Environmental Health and Safety information will be disseminated via campus email and/or the Environmental Health and Safety Department web page.

Contact Office: Environmental Health and Safety Department
(936) 261-1745