UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to ensure that Prairie View A&M University (PVAMU) is committed to providing its employees a safe environment in which to work.

Official Procedures and Responsibilities

1. GENERAL

1.1 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 include, at a minimum, the following:

2.1.1 Develop and implement site specific processes to educate employees about their responsibilities for safety;

2.1.2 Ensure that all employees and students comply with emergency response and evacuation procedures (e.g. fire, medical, hazardous material); and,

2.1.3 Determine the proper evacuation location away from the building or work area where department personnel should go for accountability during emergencies.

2.2 Employee responsibilities will include, at a minimum, the following:

2.2.1 Comply with applicable risk management and safety rules, procedures, laws, and accepted safe work practices;

2.2.2 Observe risk management and safety signs, posters, warning signals, and written directions;
2.2.3 Be familiar with any applicable emergency operation plan(s), the facility/building emergency assembly area and respective building coordinator(s), and participate in emergency drills;

2.2.4 Learn about potential hazards associated with work duties/tasks 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 Safety Data Sheets (SDS) or chemical label instructions, if applicable;

2.2.6 Be familiar with and follow the PVAMU Safety Manual and Laboratory Safety Manual, if applicable;

2.2.7 Use engineering controls (e.g. fume hoods) and personal protective equipment appropriate to the work area/environment;

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 and/or location;

2.2.9 Report all unsafe acts and conditions, illnesses, and injuries to the appropriate personnel (e.g. supervisor, manager, Office of Risk Management & Safety (RMS), Office of Human Resources);

2.2.10 Communicate unsafe conditions, defective equipment, and/or other hazards to co-workers;

2.2.11 Participate in relevant health and safety training;

2.2.12 Participate in relevant monitoring programs and inspections;

2.2.13 Non-performance of any task the employee is not qualified or safely trained to perform;

2.2.14 Quickly and safely evacuate facilities or area(s) when advised; and,

2.2.15 Know the assigned evacuation location and evacuate to it for accountability of personnel during any evacuation or emergency.

2.3 The Office of RMS responsibilities will include, at a minimum, the following:

2.3.1 Upon request or demonstration of need, provide review and/or professional advice/guidance for division, department, work area and laboratory site specific safety plans and procedures;

2.3.2 Provide professional assistance and guidance to any requesting division, department, work area or laboratory; and,

2.3.3 Upon request, demonstration of need or regulatory direction, provide risk management & safety compliance reviews, evaluations and inspections for all PVAMU property and processes.
Related Statutes, Policies, Regulations and Rules

System Policy 24.01 Risk Management

System Regulation 24.01.01 Supplemental Risk Management Standards

Contact Office

Office of Risk Management & Safety 936-261-1745