

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**24.01.01.P0.02 Health, Safety, and Environmental Management Programs**

Approved June 30, 2009  
Revised November 19, 2013  
Revised December 13, 2018  
Next Scheduled Review: December 2023

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to help ensure that Prairie View A&M University (PVAMU) complies with all relevant local, state, and federal occupational and environmental regulations, codes, and standards.

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**Official Procedures and Responsibilities**

**1. GENERAL**

- 1.1 PVAMU is committed to the development and maintenance of health, safety, and environmental management programs. Safety is the 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 Office of Risk Management and Safety (RMS), through the Office of Business Affairs, is responsible for developing, maintaining, administering and documenting health, safety, and environmental management programs and for overseeing their implementation and management. 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 through the use of recognized loss prevention and control techniques;
  - 2.1.5 Establish and distribute 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 Facilitate adequate safety, health, environmental, and property preservation training and education to members of the campus community;
  - 2.1.7 Participate in university and safety related committees;
  - 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 risk management 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; and,
  - 2.1.11 Develop and maintain the University's emergency management plan document(s) as defined in System Regulation [34.07.01 Emergency Management Plan for System University Campuses](#).
- 2.2 The Director of the Office of RMS will maintain programs that meet the objectives set forth in Section 2.1 above. The programs are to be reviewed by the Vice President for Business Services and approved by the Senior Vice President for Business Affairs and, when required, the President.
- 2.3 Risk management and safety information will be disseminated via appropriate electronic means, including but not limited to the Office of Risk Management and Safety's web page.

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### **Related Statutes, Policies, Regulations and Rules**

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[System Policy 24.01 Risk Management](#)

[System Regulation 24.01.01 Supplemental Risk Management Standards](#)

[System Regulation 34.07.01 Emergency Management Plan for System University Campuses](#)

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### **Contact Office**

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Office of Risk Management and Safety      936-261-1745

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