

**WEST TEXAS A&M UNIVERSITY  
ENVIRONMENTAL SAFETY OFFICE  
SAFETY INITIATIVE**

1.0 GENERAL

- 1.1 West Texas A&M University is committed to providing its employees, students, and visitors a safe environment in which to work, study, and play. Safety is the business and responsibility of every campus member and can be better achieved through proper engineering controls, education, training and use of protective equipment, and compliance with safety rules, standards, and laws.
- 1.2 It is the intent of the University to comply with all relevant Texas A&M university System regulations, occupational, environmental and nationally recognized codes and standards. Air quality and all wastes generated as a result of campus activities will be managed in a manner that will minimize the potential of ill effects on human health and the environment.
- 1.3 All personnel shall be informed as to the name and telephone number of the Environmental Safety Coordinator. **Kathy Green 651-2134** or [kgreen@wtamu.edu](mailto:kgreen@wtamu.edu) . The Environmental Safety Office is located in the Old SUB Room 107A. The Environmental Safety Office will provide safety information and safety training as requested. Perform periodic workplace safety inspections and make recommendations concerning unsafe acts and/or unsafe conditions.

2.0 REQUIREMENTS

- 2.1 All injuries occurring on the campus or while an employee is acting in official capacity off campus shall be reported to the supervisor immediately. The "Employee's First Report of Injury" form must be completed and forwarded to the University Personnel Office. This includes all full or part time faculty, staff or administrators, and student employees.

Accidents or injuries involving students and visitors should be reported to the University Police Department at the time of the occurrence and a copy of the written report will be forwarded from the Police Department to the Assistant Vice President for Risk Management and the Environmental Safety Office.

- 2.2 Damage to university property, vehicles, buildings or grounds should be reported to the immediate supervisor and the University Police Department. Subsequent reporting may be necessary to the Purchasing Department and AVP for Risk Management.
- 2.3 Smoking is prohibited in all university buildings.
- 2.4 Personal conduct on the job, which endangers the health, welfare or safety of an individual employee or group of employees, will not be tolerated.
- 2.5 Employees will familiarize themselves with the locations of emergency evacuation plans, exits, manual fire alarm pull stations and fire extinguishers. Employees should know the location and how to operate emergency shut-off control devices, emergency showers and emergency eye wash stations. Employees should know the location of first aid kits in their work areas.
- 2.6 Dial 911 from campus telephones in case of an emergency to contact the University Police Department.
- 2.7 Employees shall comply with applicable environmental health and safety rules, procedures, laws and accepted work practices.
- 2.8 Employees will use engineering controls, (i.e. fume hoods and spray booths) and personal protective equipment appropriate to the work.
- 2.9 Employees will be made aware of and observe safe operating procedures established by the equipment or machinery manufacturers and departmental operating policies.
- 2.10 Employees will not operate equipment, machinery or vehicles for which they are licenses, trained, or authorized to use.
- 2.11 Employees will stop work if there is a reasonable belief that continuation of work might create a potential hazard to health or safety, and immediately notify a supervisor in the

chain of authority over the work. Employees will warn co-workers about unsafe conditions, defective equipment and other hazards as they occur.

2.12 Employees will participate in safety training, monitoring programs and inspections applicable to the work situation.

### 3.0 ACCIDENT PREVENTION PROGRAM

3.1 West Texas A&M University has an Accident Prevention Program. The purpose of the program is to assign responsibility for maintenance of a safe academic, work and recreational environment free of unsafe and hazardous conditions.

3.2 All management and supervisory personnel are to be cognizant of the safety needs of their employees, of the students, and the general public. They are charged with initiating preventative measures to control or minimize hazards. It is essential that all management personnel recognize this responsibility and incorporate safety as an integral part of all programs.

### 4.0 ENVIRONMENTAL SAFETY COMMITTEE

An appointed committee composed of representatives from the academic, administrative, and service organizations within the university will serve in an advisory and consultative capacity to the administration on environmental, fire, and life safety matters.