
CAMPUS ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

A. Purpose

This policy outlines the procedures for complying with rules, regulations and best management practices applicable to the workplace and the environment at The University of Texas Rio Grande Valley (UTRGV).

B. Persons Affected

This policy applies to all employees, students, volunteers, and visitors on or utilizing property owned or leased by UTRGV.

C. Definitions

1. Campus Environmental Health and Safety Program - Program administered through the UTRGV Department of Environmental Health, Safety and Risk Management, which consists of six unique programs: Hazard Communication and Training, Occupational Health and Safety, Laboratory Safety, Facilities and Fire Safety, Environmental Protection, and Risk Management.
2. Non-Compliance - Failure or refusal to comply with defined rule, regulation, or best management practice.

D. Policy

It is UTRGV's policy to:

1. Comply with applicable local, state, and federal rules, regulations and best management practices pertaining to occupational health and safety and the environment.
2. Protect resources through sound risk management strategies.

E. Responsibilities

Each employee, student, volunteer, and visitor is responsible for and has the duty for conducting their respective activities in a manner that is compliant with institutional rules, regulations, and best management practices that are outlined in specific training, operating procedures, rules and regulations, bulletins, notices, or verbal instruction and other forms of communication. Failure to comply with this duty can result in the employee's forfeiture of their respective benefits afforded to them through employment with the State of Texas, including, but not limited to Workers Compensation Insurance.

1. Each employee and student is responsible for:

- a. reporting unsafe conditions, work practices or equipment to the Department of Environmental Health, Safety and Risk Management or UTRGV Police,
 - b. immediately reporting all injuries and accidents to their supervisor or instructor, and,
 - c. assisting injured persons in obtaining prompt medical treatment, when necessary.
2. The Department of Environmental Health, Safety and Risk Management is responsible for:
- a. administering the Campus Environmental Health and Safety Program;
 - b. providing expertise to interpret and train others regarding environmental and occupational health and safety-related rules, regulations and best practices;
 - c. monitoring the effectiveness of the safety program through routine environmental safety audits and implement measures to improve effectiveness;
 - d. promoting appropriate safety consciousness and procedures for the use of hazardous materials;
 - e. participating in the investigation and analysis of accidents to identify measures for minimizing recurrence;
 - f. and overseeing UTRGV's risk management program, including acquisition of insurance policies.
3. The President delegates the authority to the Director of the Department of Environmental Health, Safety and Risk Management to require the immediate cessation of activities where the Department of Environmental Health, Safety and Risk Management determines that there is immediate danger to life and health, there is a significant risk to the environment, or there is non-compliance with an applicable rule, regulation or best management practice pertaining to occupational health and safety and the environment. The employee, student, volunteer or visitor has the duty to comply with this cessation mandate, The Director shall immediately notify the President and the appropriate Vice President(s) of any such cessations.
4. The Environmental Health and Occupational Safety Council, in conjunction with the Department of Environmental Health, Safety and Risk Management, is responsible for establishing institutional policy to protect the environment and ensure the health and safety of all campus employees, students and visitors.
5. The Institutional Biosafety Committee, in conjunction with the Department of Environmental Health, Safety and Risk Management, is responsible for establishing policy for the acquisition, storage, use and disposal of infectious biological agents, and recombinant DNA.
6. Deans, Department Heads, and Directors, or their designees, are responsible for ensuring that the facilities and activities that pertain to/take place in their respective departments are safe and environmentally secure, for ensuring that personnel in their respective departments adhere to this policy, and for appropriating necessary funds to correct any

safety-related or environmental-related compliance issue specific to their respective departments.

7. Supervisors are responsible for:
 - a. Instructing and informing personnel under their supervision about applicable mandated training as well as environmental health and safety rules, regulations, and best management practices relevant to their specific work duties, and for enforcing compliance in these areas.
 - b. Ensuring that personnel under their supervision attend the mandated safety training.
 - c. Ensuring that facilities and equipment under their control are monitored and maintained in a safe condition, and that all personnel using equipment are properly trained in the operation of the equipment,
 - d. Are utilizing proper engineering controls and personal protective equipment, if applicable,
 - e. And are following procedures associated with job duties.
 - f. Supervisors should report and encourage employees to report unsafe conditions, equipment, and activities immediately, and
 - g. Should encourage employees to make recommendations for improving workplace safety.

8. Faculty members, student coordinators, and teaching assistants/fellows are responsible for:
 - a. the safety of employees and students under their academic jurisdictions and, as such, must ensure that these persons are knowledgeable of institutional rules, regulations and best practices pertaining to their specific academic tasks or activities;
 - b. Attend the required training specific to the laboratory and other learning activities they are engaged in;
 - c. And utilize the appropriate engineering controls or personal protective equipment necessary to protect their health.

F. Procedures

The following procedures will be followed to ensure that UTRGV maintains compliance with Environmental Health and Safety rules, regulations and best management practices. All guidelines pertaining to and information regarding campus safety programs required by and available through, the University are available on the Department of Environmental Health, Safety and Risk Management website.

1. The Department of Environmental Health, Safety and Risk Management will conduct routine audits and surveys of UTRGV buildings, specific facilities, laboratories, and work practices.
 - a. If it is determined by Department of Environmental Health, Safety and Risk Management that corrective action is needed:

- i. Department of Environmental Health, Safety and Risk Management will inform and advise the dean, director, department head, or designee responsible for any non-compliant items about corrective actions to be taken.
- ii. For any area that is found to be, or have items that are, non-compliant, the dean, director, department head, or their designee responsible for that area or those items will ensure that corrective actions are taken.
- iii. Depending on the seriousness of the violation, within one to 30 calendar days of the initial audit, the Department of Environmental Health, Safety and Risk Management will conduct a routine follow up. If corrective actions have not been taken to address the non-compliant areas or items, the Department of Environmental Health, Safety and Risk Management will have the discretion of filing a report to the applicable dean, director, or department head's supervisor, or to the UTRGV Chief Compliance Officer.
- iv. The dean, director or department head will apply the appropriate disciplinary course of action relative to their capacity as an employee, student, or volunteer.

G. Relevant Federal and/or State Statutes, Board of Regents Rule, UTS Policy, and/or Coordinating Board Rule

The University of Texas Systemwide Policy UTS174, Environmental Health and Safety

All applicable Texas and Federal rules and regulations applicable to the workplace and the environment.