

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Environmental Health and Safety

**Regulation and Procedure
Number: URP: 04.430**

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this policy is to establish responsibility for creation, implementation and adherence to Environmental Health & Safety (“EH&S”) programs that ensure the protection of life and property, and for the maintenance of a healthful, safe environment.

The responsibility for the administration of the university’s overall EH&S program is assigned to the Director of EH&S. However, the implementation of and adherence to this URP and supporting programs and procedures are the responsibility of faculty, staff, students, and other individuals associated with the university.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. Director of EH&S

The Director of EH&S will work with the university administration, other departments and the overall TWU community to develop programs that ensure the health and safety of our students, faculty, staff, and guests while minimizing our impact on the environment.

II. Responsibilities

A. The Office of Environmental Health and Safety core services and responsibilities include:

1. Identifying potentially hazardous conditions through job hazard assessments, incident/near miss investigations, and regular

inspections of university facilities, including but not limited to laboratories, vivariums, greenhouses, machine shops, mechanical spaces, classrooms and offices.

2. Evaluating existing or emerging environmental, health, and safety risks, regulatory requirements, standards, and best practices.
3. Developing safety/environmental programs and procedures to promote safe work environments and minimize impact to the environment.
4. Assessing compliance with applicable EH&S laws, regulations, procedures, guidelines, and best practices, including escalating issues of employee or student nonconformance to their appropriate School/Department/Unit.
5. Providing training and awareness information to the campus community.
6. Providing timely incident response.
7. Assisting and advising departments in identifying individuals who, by nature of their job function(s), are at risk of potential exposure to biological, chemical, physical, and radiological hazards.
8. Centrally managing life safety system maintenance and inspections, including through expense sharing arrangements for contracted services.

B. Committees

The following committees shall serve in an advisory and consultative capacity to the Director of EH&S on matters of safety and the environment as it pertains to their respective areas.

1. General Safety – Safety Committee
2. Biosafety – Institutional Biosafety Committee (“IBC”)
3. Radiation Safety – Radiation Safety Committee (“RSC”)
4. Bloodborne Pathogens – Bloodborne Pathogens Committee

C. School/Department/Unit (Deans, Directors, Department Chairs, Managers)

Deans, directors, department chairs, and managers are responsible for:

1. Establishing, promoting, and maintaining a culture of safety within their respective department(s)/unit(s).

2. Cooperating in, responding to, and completing corrective actions related to safety and environmental inspections.
3. Ensuring employees, students, and guests are informed about workplace hazards and rules regarding environmental health and safety procedures.
4. Monitoring and ensuring departmental/unit compliance with applicable rules, procedures, guidelines, regulations, and laws.
5. Providing proper safety equipment and personal protective equipment.

D. Supervisors

Supervisors are responsible for:

1. Identifying and mitigating workplace hazards which can cause illness, injury, or impairment with the assistance of EH&S, as necessary.
2. Ensuring the availability and proper use of safety equipment and personal protective equipment.
3. Performing corrective actions to resolve deficiencies or violations.
4. Ensuring applicable training is completed by their employees, including providing hands-on training in addition to EH&S training, where required.
5. Monitoring and ensuring compliance with applicable programs and their related rules, regulations, policies, and procedures regarding safety and the environment.

E. Students, Employees, and Guests

Students, employees, and guests are responsible for compliance with applicable state and federal laws, regulations, guidelines, and EH&S procedures implemented pursuant to this policy.

III. Environmental Health & Safety Rules and Regulations

The university shall endeavor to comply with the intent of federal and state EH&S legislation which may relate to the university's operations. The applicable federal and state legislation and regulations, along with university programs and procedures developed by the responsible parties mentioned above, will provide

the specific standards the university community must comply with in accordance with this URP.

IV. Inspections

EH&S has the authority to

- A. Conduct inspections to ensure safe practices and compliance with various environmental health and safety related laws, regulations, procedures, and programs.
- B. Access all buildings and facilities on campus to inspect, sample, or monitor conditions.
- C. Require appropriate corrective actions.

V. Suspending, Restricting, or Closing Unsafe Activities

- A. The Director of EH&S, or designee, has the authority to immediately suspend, restrict, or close any activity that poses an immediate danger to the health, safety, or welfare of persons or property, or is a serious violation of laws or regulations.
- B. In the event EH&S orders the suspension of an activity, the issue or violation will be immediately communicated to the individual(s) involved and his or her immediate supervisor. Furthermore, notice will be promptly given by EH&S to the affected department head/dean, the respective vice president, and the appropriate regulatory agency as required by law. EH&S will work with the supervisors of the affected activity to get the issue resolved as soon as possible.
- C. The terminated activity may resume with the approval of the Director of EH&S, or designee, in consultation with the respective vice president over the affected area.

VI. Program Areas

- A. EH&S, in consultation with committees and stakeholders as needed, is responsible for the development and maintenance of the following programs consistent with applicable laws, regulations, and university policies.
- B. The following list of EH&S program areas under EH&S authority may change based on institutional policy, as well as revised or new laws or regulations.
 - 1. Laboratory and Research Safety – including programs such as biosafety, chemical hygiene/lab safety, precursors and regulated

apparatuses, laser safety, radiation safety (including radiation producing machines), and any others as appropriate.

2. Campus and Occupational Safety – including programs such as industrial hygiene, asbestos, indoor air quality, hearing conservation, respiratory protection, confined space entry, shop safety, electrical safety, hazardous energy control (lockout tagout), fall protection, ladder safety, mobile elevating work platforms, powered industrial trucks, ergonomics, hazard communication, automatic external defibrillators (“AED”), and any others as appropriate.
3. Life Safety – including programs such as fire prevention and code compliance, hot work, firestop maintenance, equipment maintenance (fire sprinklers, extinguishers, fire alarms, generators), and any others as appropriate.
4. Environmental Protection – including programs such as spill prevention and response, hazardous and regulated waste, stormwater and wastewater, underground and aboveground storage tanks, air emissions, and any others as appropriate.

C. Applicable EH&S programs and procedures developed by Risk Management will be maintained on the EH&S website. Such programs and requirements will be applicable to TWU students, faculty, staff and guests per this URP.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Title 29 Code of Federal Regulation (CFR) 1900-1999, USOSHA Regulations

Title 40 CFR, USEPA Regulations

Title 49 CFR Chapter I, US Pipeline and Hazardous Materials Safety Administration/DOT Regulations

Title 10 CFR, US Nuclear Regulatory Commission Regulations

National Fire Protection Association Codes and Standards

[TWU Environmental Health and Safety Programs](#)

[TWU Environmental Health and Safety Environmental Programs](#)

[TWU Environmental Health and Safety Training](#)

FORMS AND TOOLS

None

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