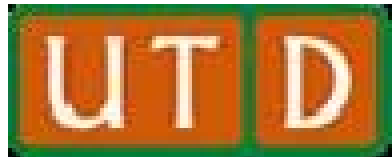


# The University of Texas at Dallas

## Administrative Safety Manual



## **I. PURPOSE**

- A. To provide policies, organization, and appropriate administrative practices for the protection of life and health.
- B. To assure compliance with the Requirements for Safety and Security in Section VI of the Criteria for Accreditation issued by the Southern Association of Colleges and Schools, viz.:

The institution must provide a healthful, safe and secure environment for all members of the campus community. Administrative responsibility for environmental health and safety programs must be assigned. A comprehensive safety plan must be developed and regularly evaluated. The plan should give special attention to the provision and use of adequate safety equipment in laboratories and other hazardous areas; to the modification of buildings, if necessary, in order to provide easy egress in the event of fire or other emergency; and to developing and familiarizing all building occupants with emergency evacuation procedures. (Policy Memorandum 91-I.2-53).

- C. To assure compliance with Federal and State legislation, including but not limited to:
  - 1. Texas/Federal Solid Waste Disposal Act
  - 2. Texas Radiation Control Act
  - 3. Texas Public Employer Community Right-to-Know Act
  - 4. Texas Hazard Communication Act
  - 5. The United States Atomic Energy Act

In addition to the binding legislation set forth at C above, the Federal Occupational Safety and Health Act (OSHA) provides nonbinding guidelines in other areas. OSHA and other sources of safety information should be used as nonbinding guidelines when it is reasonable and prudent to do so. OSHA currently does not apply to public employers, such as The University of Texas, but this exemption may change in the future and the exemption should be verified periodically with legal counsel.

## **II. SCOPE**

The safety procedures apply to all operations, properties, faculty, employees, and students of the University of Texas at Dallas at any and all locations while on official University business.

## **III. POLICY**

The ultimate responsibility for establishing and maintaining health and safety rests with the University President. However, the responsibility to provide and maintain a healthy and safe campus environment on a day-to-day basis lies at the operational department level.

All members of the University community are responsible for adherence to the UT Dallas Safety Manual on a day-to-day basis. Specific responsibilities are enumerated in Sections V through XII.

Because of the wide diversity of operations within the University and the differences in operations in the various departments, certain responsibilities and expressed procedures in this program cannot be uniformly applied. There are some requirements which might be irrelevant, impossible, or impractical to implement; therefore, a program, department, or school has the latitude to implement alternative methods when necessary, as long as the health and safety program's objectives are met.

All University employees and students are subject to the requirements set forth in this manual, and said requirements shall take precedence over any conflicting instructions.

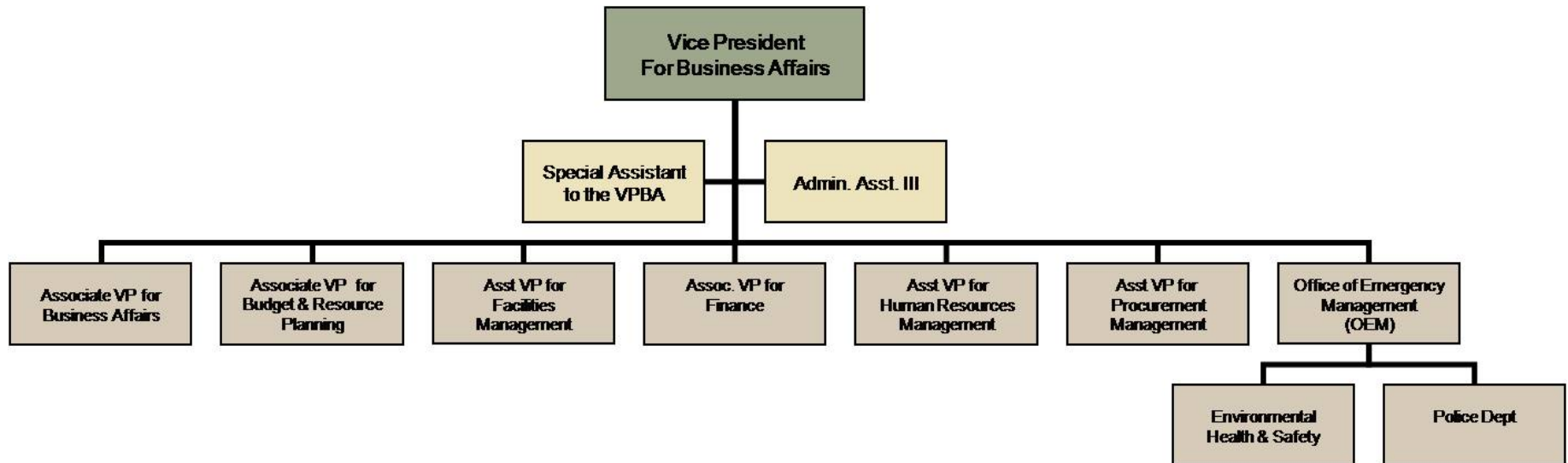
Accident reports and written complaints about unsafe practices or conditions should be directed to the Office of Environmental Health and Safety (EHS). The EHS Director is responsible for reporting the accidents and the complaints to the appropriate administrator in a timely manner. Anyone interfering with the submission of accident reports and written complaints is in violation of the UTD Safety Manual.

If it is not feasible for financial or technical reasons to correct a safety hazard, or if someone refuses for other reasons to correct a safety hazard after having been notified to do so in writing, the responsible person must write a letter of noncompliance to the University Safety and Security Council Chairman and send copies of the letter to the EHS Office and to the Vice President for Business Affairs. The letter of noncompliance should set forth all the particulars, including the technical, personnel, space, equipment, and any other relevant details regarding the aforesaid noncompliance.

#### **IV. THE UNIVERSITY OF TEXAS at DALLAS ORGANIZATIONAL CHART**

The functional organization of the University to achieve the purposes of this policy is as follows:

# The University of Texas at Dallas Business Affairs



The chart on the previous page describes the relationships between those responsible for various aspects of University policies and procedures concerning health and safety. The specific responsibilities of persons shown above are set forth in the following sections.

## **V. VICE PRESIDENTS**

Vice Presidents are responsible to:

- A. Encourage voluntary compliance with the requirements of the policies and procedures in this manual
- B. Provide funding for required safety improvements and, if unable to do so, to notify the President
- C. Enforce compliance with the requirements of the policies and procedures in this manual including (in conjunction with the Director of Personnel) any appropriate disciplinary measures required.

## **VI. DEANS, PROGRAM HEADS, AND DIRECTORS**

Deans, program heads, and directors are responsible for:

- A. Implementing safety procedures as enumerated in this manual and seeking remedies when problems are encountered
- B. Promoting compliance with all relevant local, State, and Federal health and safety regulations
- C. Repairing or replacing facilities or equipment, as necessary, to assure safe working conditions
- D. Conducting, in conjunction with the Office of Environmental Health and Safety, annual safety inspections to identify deficiencies requiring correction
- E. Ensuring that appropriate persons are briefed on safety procedures unique to their administrative units
- F. Assuring that procedures are in place to obtain prompt medical treatment upon notification that someone is injured
- G. Reviewing the accident reports and the EHS Director's report recommendation, and reporting any financial problems in correcting the situation to the Vice President for Business Affairs
- H. Assuring that a fully supplied first aid kit is in the unit and notifying all

employees, in writing, of its location

- I. Recommending attendance by appropriate faculty and staff at safety training seminars offered or arranged by the Director, Office of Environmental Health and Safety
- J. Notifying anyone observed violating the University No Smoking Policy that compliance with the policy is mandatory.

## **VII. FACULTY**

The responsibilities of faculty members are to:

- A. Disseminate safety information as appropriate and necessary to students under their supervision
- B. Assure the proper use of manual and powered equipment by first demonstrating the correct operation, then providing personal training, and thereafter maintaining periodic surveillance of individual user's safety performance
- C. Assure students use adequate personal protective devices and clothing for the proposed instruction or activity
- D. Assure equipment is in good repair and complete
- E. Inspect instructional areas for identification of, and prompt elimination of, unsafe practices and conditions (the Program Head may be requested by the faculty to authorize corrective actions)
- F. Notify anyone observed violating the University No Smoking Policy that compliance with the policy is mandatory
- G. Seek prompt medical treatment for an injured person from the personnel at the Student Health Center or from an appropriate doctor
- H. Assure, as appropriate, that student are familiar with relevant police and fire emergency procedures and any work procedures and safety policies unique to each student's academic activities
- I. Obtain permission from the University Radiation Safety Officer before purchasing or using radioactive materials or sources
- J. Maintain the chemical inventories required by the Texas Hazard Communication Act.

## **VIII. DEPARTMENT HEADS, SUPERVISORS, AND FOREMEN**

The responsibilities of the department heads, supervisors, and foremen are to:

- A. Provide detailed training for employees prior to assignment of duties and equipment
- B. Explain to employees safety procedures relevant to their specific duties and enforce compliance with the standards in this manual
- C. Instruct personnel under their direction in the procedures required to assure that facilities and equipment they use are maintained in a safe condition
- D. Conduct, or have conducted, regularly scheduled training meetings for all employees to assure uniform safe operation of equipment
- E. Provide personnel with appropriate safety equipment, devices, and clothing, and demonstrate proper usage prior to operation of equipment or performance of hazardous tasks
- F. Control unsafe practices and actions of employees
- G. Inspect work areas for hazardous conditions and initiate prompt corrective action(s)
- H. Maintain good housekeeping practices in work areas
- I. Report, in writing, unsafe conditions, equipment, and practices observed (or reported by employees to the supervising official) to the department head and the Director, Office of Environmental Health and Safety
- J. Investigate accidents promptly and complete necessary forms
- K. Seek prompt medical treatment, including transportation, if necessary, for employees who are injured
- L. Assure employees are familiar with police and fire emergency procedures
- M. Notify the department head if any employee appears to be physically or emotionally incapable of performing duties in a safe manner
- N. Record all occupational injuries in the Performance Appraisals of each employee
- O. Provide and explain Material Safety Data Sheets to all persons who may potentially be exposed to hazardous materials

- P. Notify anyone observed violating the University No Smoking Policy that compliance is mandatory
- Q. Encourage recommendations from employees to the department for improving safety, and commend publicly employees who maintain a safe environment and accident-free work record or who develop unique safety devices or practices for their work area.

## **IX. EMPLOYEES**

The responsibilities of employees are to:

- A. Understand and comply with University and departmental safety instructions, whether written or oral, when performing assigned duties
- B. Use only tools and equipment approved or provided by the supervisor
- C. Use appropriate safety equipment and guards, and work within established safety procedures, giving precedence to correct methods over expediency or shortcuts
- D. Use Material Safety Data Sheets provided to all persons who may potentially be exposed to hazardous materials
- E. Report unsafe conditions, practices, or equipment to the supervisor when such deficiencies are observed and as often as necessary to assure their correction
- F. Inform supervisor immediately of injuries or accidents
- G. Observe the No Smoking Policy in University buildings.

## **X. STUDENTS, TEACHING ASSISTANTS, AND RESEARCH ASSISTANTS**

The responsibilities of students and teaching and research assistants are to:

- A. Request advice from or consult with your instructor as to safe operating procedures before performing any function or operation which is considered hazardous.
- B. Understand and comply with University and departmental safety instructions, whether written or oral, when performing assigned duties
- C. Use only tools and equipment approved or provided by the supervisor

- D. Use appropriate safety equipment and guards, and work within established safety procedures, giving precedence to correct methods over expediency or shortcuts
- E. Use Material Safety Data Sheets to be provided to all students who may potentially be exposed to hazardous materials
- F. Report unsafe conditions, practices or equipment to the instructor when such deficiencies are observed and as often as necessary to assure their correction
- G. Inform the instructor immediately of injuries or accidents
- H. Observe the No Smoking Policy in University buildings

## **XI. UNIVERSITY SAFETY AND SECURITY COUNCIL**

### **POLICY MEMORANDUM 91-I.2-53**

Issued:	March 1, 1992
Revised:	August 17, 1992
Editorial Amendments:	October 29, 1998
Editorial Amendments:	September 1, 2000
Revised:	May 16, 2002
Editorial Amendments:	November 22, 2002
Revised:	January 22, 2003
Editorial Amendments:	January 9, 2006
Editorial Amendments:	November 26, 2007

The University Safety and Security Council is a University-wide, Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The Council will oversee the University's compliance with the Requirements for Safety and Security in Section VI, Subsection 6.4.3, of the Criteria for Accreditation issued by the Southern Association of Colleges and Schools, viz:

The institution must provide a healthful, safe and secure environment for all members of the campus community. Administrative responsibility for environmental health and safety programs must be assigned. A comprehensive safety plan must be developed, implemented, and evaluated regularly. The plan should give special attention to the adequate provision and use of safety equipment in laboratories and other hazardous areas; to the modification of buildings, if necessary, for easy egress in the event of fire or other emergency; and to familiarizing all building occupants with emergency evacuation procedures.

The Council will provide a forum and clearing house for the common discussion and mutual coordination of the activities of all the campus committees concerned with the campus environment in matters that affect personal health, safety, or physical security, including but not limited to ongoing safety arrangements and matters of general maintenance and operations that bear on safety and security. It will publish information to enable members of the campus community to direct complaints and recommendations on safety matters to appropriate committees or administrative officers. It will serve as a resource for the University Facilities Committee or whatever ad hoc committees the administration may form to consider plans for new facilities. It will review, evaluate, and make recommendations concerning the University Safety Plan and monitor its implementation.

The Council shall consist of 4 members appointed from the membership of the General Faculty, 6 representatives of the University staff, two representatives from Student Government (one graduate and one undergraduate), and the chairs of the Institutional Biosafety Committee, the Campus Facilities Committee, the Committee on Parking and Security, and the Radiation Safety Committee. The 6 representatives of the University staff will be one representative of the Callier Center physical plant, one Workman's Compensation Insurance representative from the Office of Environmental Health and Safety, one representative from staff concerned with the science laboratories, one representative from Student Life concerned with disability services, the Americans with Disabilities Act compliance officer, and one representative selected by the Staff Council. The University Chief of Police or his/her designated representative, the Assistant Vice President for Student Affairs and Dean of Students, the Assistant Vice President for Facilities Management, the University Environmental Health and Safety Director, and the Emergency Management Coordinator shall be members ex-officio. The Chair shall be chosen from among the members from the General Faculty. A Vice Chair shall be chosen from among the representatives of the staff. The Responsible University Official shall be the Vice President for Business Affairs. The RUO shall assure that the Council has adequate secretarial and office support.

The terms of office of the appointed Council members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed by the President for additional terms. If a Council member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The meeting schedule of the Council should provide for both flexibility and openness. The Council will hold at least one general regular meeting per long and summer semester but may also delegate its powers under this charge to subcommittees or such other working units as it may see fit to form to focus on specific issues. The purpose of the general meeting is to review any difficulties that may have arisen since the previous meeting, monitor the implementation of plans in place, and receive complaints and suggestions from the university community.

The dates of the regular meetings should be publicized through the entire university.

Additional meetings will be called by the Chair or RUO as may be necessary to address items referred to it by academic or administrative units of the University or by the Council members.

## **XII. THE DIRECTOR, OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY**

The Director, Office of Environmental Health and Safety's responsibilities are to:

- A. Assist the administration, faculty, and students in the avoidance, control, and reduction of risk exposures
- B. Initiate safety recommendations to expedite corrective action for safety and health hazards that are immediate problem areas, make concurrently such recommendations to the Vice President for Business Affairs, the department head concerned, and the University Safety and Security Council Chairperson, and follow up on recommendations to assure all situations are investigated and remedied
- C. Make annual safety and fire protection inspections (the Director, Office of Environmental Health and Safety may be requested to conduct joint inspections with a representative(s) of an administrative unit; however, if such a request is not made at least once each year, the Director, Office of Environmental Health and Safety must conduct annual inspections on his/her initiative)
- D. Prepare reports of safety discrepancies with recommendations for corrective actions, routing all reports to responsible supervisors and the Vice President for Business Affairs
- E. Inspect annually the contents of laboratory first aid kits to assure that they are complete
- F. Initiate industrial hygiene surveys and audits to assure compliance with any applicable Federal and/or State regulations
- G. Maintain the system of accident/incident investigation and reporting
- H. Administer the safety program including correspondence, record keeping and required reports, statistical information, and analysis and safety related off-campus functions
- I. Assist the responsible person to establish, organize, and maintain comprehensive safety training programs in each phase of the University's activities
- J. Maintain a close working relationship with the Radiation Safety Officer to

assure compliance with regulations related to radiation safety

- K. Keep current on safety techniques, keep updated on any new applicable State and Federal regulations, and notify the chairman of the University Safety and Security Council of new requirements
- L. Conduct periodic inspections of fire extinguishers and related safety devices
- M. Maintain an up-to-date list of the names and telephone numbers of the individuals responsible for each room in every campus building, periodically crosschecking this list with the list maintained in the University Police Department
- N. Collect chemical inventories as required by the Texas Hazard Communications Act and compile a master list
- O. Conduct or arrange for safety training seminars as appropriate
- P. Review accidents occurring on campus and provide a written response to the administrator(s) responsible for the area(s) in which the accident occurred as required by the Accident Report

### **XIII. THE UNIVERSITY RADIATION SAFETY OFFICER**

The University Radiation Safety Officer is responsible for:

- A. Reviewing all proposals for use of radioactive material
- B. Preparing license applications, amendment applications, and required reports as well as acting as the contact point for all correspondence with State and Federal radiation health agencies
- C. Prescribing special conditions and requirements as may be necessary for safe and proper use of all radiation sources
- D. Preparing and disseminating information on radiation safety for the use of and guidance of staff and students
- E. Providing personnel monitoring services (including the reviewing and recording of commercially processed dosimeter reports)
- F. Performing or arranging for bioassays in accordance with the conditions of the University's license or when ingestion of radioactive materials is suspected
- G. Insuring that radiation safety guidelines and requirements are followed in the

laboratories utilizing radioisotopes or ionizing radiation

- H. Investigating unusual radiation exposures, incidents, and accidents and reporting corrective action to the appropriate dean
- I. Supervising and coordinating the waste disposal program including the keeping of waste storage and disposal records
- J. Maintaining records of the receipt, use, storage, and disposal of radioactive material
- K. Performing radiation surveys and monitoring all facilities in which radioactive materials are used or where radiation-producing equipment resides (surveys shall include checks on the investigator's contamination surveys)
- L. Performing or arranging for six (6) month leak tests on all registered sealed sources
- M. Acting as consultant in the design of all new facilities that will use radioactive material or that will be constructed for the purpose of providing protection against radiation exposure
- N. Supervising hood maintenance operations such as assuring that radioactive materials have been removed from the hood, that wipe tests have been performed, and contaminated filters are properly handled and disposed
- O. Keeping the University Police Department apprised of the University Radiation Safety Officer's current home and office telephone numbers.

#### **XIV. LASER SAFETY OFFICER**

The Laser Safety Officer is responsible for:

- A. Establishing and maintaining adequate laser safety practices
- B. Registering lasers and acting as the contact official for all correspondence with State and Federal radiation health agencies
- C. Ensuring that laser safety guidelines and requirements are followed
- D. Acting as consultant on laser hazard evaluation and control
- E. Surveying and approving all laser systems and areas where laser equipment is used, and ascertaining that adequate warning systems and signs are installed

- F. Approving all protective equipment for protection of personnel against laser radiation
- G. Investigating all incidents or injuries resulting from laser operations, and reporting corrective action to the appropriate dean
- H. Arranging for medical examination of individuals known or suspected to have been injured as a result of laser operation
- I. Maintaining records of lasers, laser surveys, laser users, and medical examinations
- J. Keeping the University Police Department apprised of the Laser Safety Officer's current home and office telephone numbers.

## **XV. CHIEF OF POLICE**

The responsibilities, policies, and procedures of the University Police Department relative to health and safety matters are outlined in and have been incorporated into the Police Department Procedures Manual in accordance with the policies and procedures of the Manual. Selected subjects covered in the Police Department Procedures Manual are:

- A. 911 Response
- B. Chemical Accidents
- C. Bomb Threats
- D. Explosion
- E. Employee Evacuation
- F. Tornado
- G. Inclement Weather
- H. Hazardous Materials
- I. Medical Emergencies
- J. Radiation Accidents

Access to the Police Department Procedures Manual is granted on a need-to-know basis. General distribution is inappropriate because of the sensitive material contained therein.