

**TEXAS STATE TECHNICAL COLLEGE  
STATEWIDE OPERATING STANDARD**

<b>No. GA 1.6.1</b>	<b>Page 1 of 9</b>	<b>Effective Date: 07/01/15</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Safety Program</b>	
<b>AUTHORITY:</b>	<b>Minute Order #65-96</b>	
<b>PROPOSED BY:</b>	<i>Original Signed by Tom Hooker</i>	
<b>TITLE:</b>	<b>Director, Governance, Risk, and Compliance</b>	<b>Date: 07/01/15</b>
<b>RECOMMENDED BY:</b>	<i>Original Signed by Jonathan Hoekstra</i>	
<b>TITLE:</b>	<b>Vice Chancellor/Chief Financial Officer</b>	<b>Date: 07/01/15</b>
<b>APPROVED BY:</b>	<i>Original Signed by Mike Reeser</i>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 07/01/15</b>

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**POLICY**

It is the policy of Texas State Technical College to provide, to the fullest extent possible, an environment for employees, students and visitors free of unsafe or hazardous conditions.

**DEFINITIONS**

**Safety Coordinator:** formally assigned employee responsible for the development of safety operating procedures, effective hazard reporting, safety suggestions, reduction of hazards in the workplace, safety training, and the tracking of deficiencies and corrective action in their area of responsibility.

**Additional Duty Safety Officers (ADSO):** formally assigned employees who assist Safety Coordinators with the implementation of the TSTC Safety Program.

**Job Safety Analysis:** process that examines specific job tasks to identify hazards, safe methods and procedures to perform job tasks.

**State Office of Risk Management (SORM):** state agency charged by Chapter 412 of the Texas Labor Code to administer insurance services obtained by state agencies, including the self-insured government employees workers' compensation insurance program and the state risk management programs.

**Enterprise Risk Management (ERM):** The process of planning, organizing, staffing, leading, and controlling the organization's resources to minimize the possibility of loss or injury from various causes.

**Supervisor:** an official who supervises or manages the activities or operation of employees or students at TSTC.

**Employee:** Any budgeted, full and/or part-time employee reported in the most recent State Auditor's Quarterly Report of Full-Time Equivalent State Employees.

**Student:** any person who is enrolled and attends classes at TSTC

## **PERTINENT INFORMATION**

Safety is one of the most significant organizational issues confronting Texas State Technical College (TSTC). Injuries to persons while on-campus can potentially be the source of substantial loss to the individuals involved as well as the organization itself. Injured students may not be able to continue studies at the college and injured employees may not be able to work.

These reasons alone are compelling enough to dictate the need for a comprehensive safety program at TSTC. However, beyond the obvious harm and loss of productivity incurred by persons involved in safety-related accidents, the organization can simultaneously become the subject of substantial legal liability and direct financial loss.

As a capstone indicator of the need for a comprehensive safety program at TSTC, other legislation enacted on September 1, 1995, requires that the college have a Safety and Health program in place since January 1, 1996.

All references made to 'employees' within this SOS include both TSTC faculty and staff, to include student workers, while 'students' include all enrolled students within TSTC.

## **DELEGATION OF AUTHORITY**

The ultimate responsibility for establishing and maintaining the Safety Program at TSTC rests with the Chancellor along with the basic policies which govern the activities and limitations of the Safety Program.

The responsibility for the overall administration of TSTC Safety Program has been delegated to the TSTC Risk Manager and Campus Safety Coordinators. However, the primary responsibility for providing and maintaining a healthy and safe work environment on a day-to-day basis exists at the operational department level. In this way, TSTC effectively fulfills the basic requirement of applicable laws and regulations associated with safety.

Due to the diversity of campus size and composition, it is recognized that certain responsibilities and expressed procedures in this Safety Program cannot be equally applied. As such, campuses have some latitude in formulating and implementing alternative methods, when necessary, so long as the total Safety Program's objectives are not compromised.

Every individual who participates in activities within TSTC, at any level, has the responsibility to actively participate in helping to promote a safe environment. Specific responsibilities of all faculty and staff are directly proportional to their operational authority. The implied moral obligation of each individual for the safety of oneself and for others is both obvious and unavoidable.

### **Administrators and Department Heads**

It is the responsibility of all Administrators and Department Heads to maintain, within their jurisdiction and to the best of their ability, a healthy and safe working environment. This responsibility will include:

- < Implementing the Safety Program as outlined in this Statewide Operating Standard and supplementing its contents with local directives, where necessary.
- < Informing managers and first-line supervisors, under their direct supervision, that priority is to be given to the prevention of employee and student injuries.
- < Incorporating safety matters into agendas for discussion during staff meetings.
- < Integrating safety requirements into all normal management functions and activities and providing necessary assistance and training.
- < Affording all personnel sufficient time to ensure quality performance of their safety management responsibilities, duties, and functions.
- < Considering the extent to which safety requirements have been integrated into overall management functions when making out or reviewing performance reports

of personnel under their direct managerial control.

- < Directives, correspondence, and other publications originating in their section should contain safety requirements, if appropriate, that will result in safe operations, safe equipment, and safe materials.

### **Supervisors and Additional Duty Safety Officers (ADSO)**

Supervisors and ADSOs are responsible for and accountable to ensure that:

- < Priority is given to the prevention of employee and student injuries.
- < All employees under their direct supervision have been made aware of the Safety Program.
- < This Safety Program is fully implemented and supplemented with local directives when necessary.
- < Should an accident occur involving an employee under their immediate supervision, the appropriate reporting and investigation forms are completed and forwarded immediately to the campus' HR office, with a courtesy copy provided to the Campus Safety Coordinator. (contact HR office for current Accident/Incident Report Form)
- < The individual with managerial responsibility over the supervisor is advised of any requirement in this Safety Program with which they cannot comply, the reasons they cannot comply, and their recommendations to achieve compliance. Additionally, this information should be documented on the Safety Suggestion form and forwarded to the Campus Safety Coordinator.

### **Employees**

All employees are responsible for and accountable to:

- < Read this Safety Program, familiarize themselves with the rules, regulations, and standards applicable to them, their job, and the overall work and classroom environment.
- < Insure that the safe performance of their job is given high priority.
- < Comply with safety rules, regulations and standards.
- < Not start a job or activity until they are familiar with the hazards involved.

- ◁ Maintain the required safe work and classroom environment to perform their jobs.
- ◁ Contact their supervisor or other knowledgeable manager when there is any question or doubt about how to safely perform a job, operation, or activity.
- ◁ Inform their supervisor or department head, as soon as possible, when involved in a work or classroom-related accident or injury.

### **Campus Safety Coordinator**

The Campus Safety Coordinator is responsible for and accountable to:

- ◁ Become familiar with this Safety Program and assist Department Heads in implementing the Safety Program within their departments.
- ◁ Coordinate the accident reporting and investigation procedure on all accidents which involve employees and students.
- ◁ Coordinate the safety training activities and records of employees and submit to the Professional Development Officer (PDO).
- ◁ Coordinate various other safety-related activities within each department.
- ◁ Perform related duties as necessary.

### **Organizations Leasing Texas State Technical College Space**

The employees of any organization or agency leasing or, in any other approved fashion, utilizing space within any Texas State Technical College facility are responsible for being familiar with, and adhering to, all applicable sections of this Safety Program.

## **OPERATING REQUIREMENTS**

Adherence to proper safety procedures and standards has been proven to exert a profound effect on the reduction of personal injuries, property damage, and work interruptions. The combined effort on the part of management to incorporate safety oriented procedures and practices into their overall programs assures the success of the TSTC Safety Program.

### **Planning**

Of all the management functions/activities, proper planning is the most important. When a task has been properly planned and carried out, the desired results are usually achieved in an efficient, economical and safe manner. Work tasks will be planned to ensure that potential hazards and accidents are identified in the planning stage. Action can be taken to correct the hazard or

otherwise prevent accidents through one or more of the management functions/activities. Broad safety planning must start with the safety coordinator and chief administrator for each campus and extend through normal channels to Supervisors where in-depth planning will be done and executed.

### **Organizing**

Work tasks will be organized with safety being incorporated into all phases of the operation.

### **Coordinating**

Safety requirements extend across normal lines of responsibility within TSTC. These requirements must be coordinated, when appropriate, with other units. To ensure that personnel are aware of their specific duties and responsibilities, and projects are completed safely. Operations/activities/work projects having safety implications in other units or involving other personnel should not begin until necessary coordination has been effected.

### **Evaluating**

Work activities will be observed and evaluated frequently by managers, supervisors, and the Campus Safety Officer. Unsafe activities will be corrected immediately. If appropriate, the work will be halted until the corrective measures can be implemented.

### **Safety Orientation for New Employees**

New employees will receive an introduction to the TSTC Safety Program and its overall goals. This will be done by the campus Safety Coordinator and should take place at the new employees' orientation. The orientation will include a statement that TSTC is committed to the safety of all employees and is making a concerted and continuing effort to prevent accidents.

### **Safety Training for Employees**

Employees, who have been properly trained to do their jobs, perform in a safer manner. Hazard recognition is an essential part of proper safety training.

The Campus Safety Coordinators have access to safety training videos and an extensive safety publication library available from SORM, the Texas Department of Insurance, and the Texas Safety Association.

The Campus Safety Coordinators will provide both necessary and required safety training classes for employees and maintain the necessary records with the respective PDO. These records will include the names of attendees, date of training, name of instructor, and title of training subject. Records of training under The Texas Hazard Communication Act will be maintained for 30 years.

## **Safety Meetings**

The TSTC Safety Committee will conduct safety meetings quarterly. The purpose of these meetings is to provide campus safety coordinators an opportunity to discuss safety-related problems and solutions, exchange 'best practices', lessons learned, and reviews of current campus policies.

## **Purchasing**

Prior to purchasing equipment for use by TSTC employees and students, full consideration will be given to the safety factors involved. The item purchased will meet safety standards. All machines must be properly guarded. Items that do not meet safety standards will not be purchased.

## **Job Safety Analysis**

Supervisors, with the assistance of the Campus Safety Coordinator, will prepare a Job Safety Analysis for those positions that are deemed hazardous beyond normal identifiable risks applicable to all positions. The purpose of the analysis is to determine specific hazards and accident potentials involved in each step of the job and to take action to prevent accidents. This action may include one or more of the following: eliminate the hazard completely; guard the hazard or the employee; train the employee to compensate for the hazard; provide a substitute item less hazardous; or take other action to prevent an accident. The Campus Safety Coordinator will provide the most current JSA form while supervisors will maintain completed forms of their employees.

## **Operating Procedures**

Standard operating procedures should be prepared and/or maintained by each department for operations, activities, equipment, and material in the work area. Operating procedures should include proper selection and use of personal protective equipment and clothing if appropriate to the job. Each operating procedure should be reviewed periodically and updated when necessary. Should an accident occur involving a particular procedure, the applicable operating procedure will be reviewed as soon as is reasonably possible. Operating procedures should be made available to employees and, when appropriate, should be prominently posted in or near the operation, activity, equipment, or material to which they apply. Supervisors will enforce operating procedures and will be responsible for ensuring that necessary personnel are trained to comply.

## **Safety Awareness**

Safety awareness should be a major consideration for supervisors and faculty at all levels within TSTC. Campus Safety Coordinators, ADSOs, and supervisors should make every effort to promote safety awareness by constantly discussing safety with both students and employees to further emphasize and encourage people to think about safety; supervisors can also create

interest by giving employees recognition for outstanding safety-related accomplishments. Regardless of other program elements in effect within a unit, some accidents can be prevented simply by creating and maintaining safety awareness.

### **Reporting and Correcting Potential Safety Problems**

Employees should report to their supervisor any potential safety problems (unsafe acts or conditions) which they are unable to correct. If the supervisor is unable to correct the problem, it should be reported to the Safety Coordinator. The Campus Safety Coordinator will notify the reporting employee and others involved of the action taken to correct or eliminate the hazard.

### **Safety vs. Speed**

Employee safety is an important consideration when planning or implementing any job. The speed with which a job is accomplished should never take precedence over the safety of the employee. Jobs should be planned and work organized in such a manner that employees will not have to work at an unsafe speed.

### **Budgeting for Safety**

Supervisors at all levels should budget sufficient funds to carry out applicable provisions of this Safety Program.

### **Supervisors' Meetings with Employees**

In order for the TSTC Safety Program to be effective, it must extend to all employees. Immediate supervisors should encourage safety awareness monthly with their employees. When planning any job or operation, the supervisor should give instructions in a manner that employees will know specifically what they are required to do, the hazards and accident potentials involved in the job, and the safety requirements or precautions that they must follow to prevent accidents during the job.

### **Safety Suggestion Program**

The purpose of this program is to encourage employees to submit suggestions which will result in safer operations, activities, procedures, and physical conditions. Suggestions should be submitted to the Campus Safety Coordinator or Officer, who will subsequently notify the person making the Safety Suggestion of any action taken. The Campus Safety Coordinator or Officer should maintain a file of all Safety Suggestions submitted.

### **Accident Reporting and Investigation**

All accidents and incidents involving both employees and students, including those occurrences that did not result in injury, lost time or property damage, should be reported by employees to their immediate supervisors using the TSTC Accident/Incident Report.

For accidents qualifying for Workers Compensation, supervisors will complete the appropriate forms and submit to the Campus' HR office, with a courtesy copy provided to the Campus Safety Coordinator. (contact HR for current forms)

For all other accidents, supervisors or ADSOs will provide the TSTC Accident/Incident Report to the Campus Safety Coordinator.

## **Complaints**

Employees and students may submit complaints concerning occupational and classroom safety and/or health hazards that may affect them. Complaints should be resolved at the lowest level possible, beginning with the employee's immediate supervisor or student's instructor. If the complaint cannot be resolved at this first level, the complainant should contact the Campus Safety Coordinator or TSTC Administration respectively, until the complaint is resolved. Should a complaint not be resolved within the campus, it should be submitted to:

Texas Department of Insurance  
Safety Violations Hotline  
1-800-452-9595

The Administration will ensure that no adverse action is taken against an employee or student who reports a hazard or problem for correction.

## **Safety-Related Risk Management Procedures**

The campus procedures are designed to manage the various types of safety-related risks that TSTC and its employees and students may encounter. These procedures address various types of risks involving personnel, equipment, and campus facilities.

## **PERFORMANCE STANDARDS**

TSTC establishes a Safety Committee comprised of the TSTC Enterprise Risk Management (ERM) Team and designated safety coordinators and ADSOs from each campus that meets quarterly to create a holistic Risk Management and Safety Program that benefits TSTC through an exchange of 'best practices', lessons learned, and reviews of current policies.

This TSTC Safety Policy is published and is being implemented by each Campus Safety Coordinator or Officer along with written procedures to implement this policy and procedure.

The TSTC Safety/Risk Management plan will be available for review upon request by the Texas State Office of Risk Management (SORM) during their program review and a copy will be maintained by the TSTC ERM Team.

Safety incidents are promptly reported and addressed by management and the Safety Committee Team.