1.00 GENERAL

1.01 The Texas Veterinary Medical Diagnostic Laboratory’s (TVMDL) goal is to provide a safe and healthful workplace for all employees at each of its locations and to follow appropriate procedures to protect the environment. Section heads shall take such action and follow applicable procedures as is necessary to ensure a safe and healthy work environment.

2.00 GUIDELINES AND PROCEDURES

Responsibility for compliance with applicable federal and state regulations, System Regulations, and TVMDL Rules and Procedures is delegated to all professional staff, supervisors, and employees through administrative channels.

2.01 Texas A&M University Environmental Health and Safety Department and Office of Biosafety are responsible for:

   2.01.01 Identifying potentially hazardous conditions through annual inspection and other means and providing TVMDL with timely inspection reports;
   2.01.02 Monitoring performance and compliance;
   2.01.03 Developing programs and guidelines that promote good environmental stewardship;
   2.01.04 Providing training; and
   2.01.05 Assisting, advising, and serving as a resource for the TVMDL Laboratory Safety Officer.

2.02 TVMDL Laboratory Safety Office is responsible for:

   2.02.01 Implementing an appropriate and effective safety program for TVMDL;
   2.02.02 Advising the section heads and safety committee of new or revised laws that affect the safety program;
   2.02.03 Serving as a resource to provide safety-related training or information;
   2.02.04 Periodically evaluating facilities and procedures of TVMDL to assess safety compliance and recommend corrective actions, as necessary;
   2.02.05 Developing safety manuals, procedures, and guidelines to foster safe work environments and maintain compliance;
   2.02.06 Inspecting each section annually for performance and compliance;
   2.02.07 Developing programs and guidelines that promote a good environmental stewardship; and
   2.02.08 Participating in external safety and environmental committees (i.e. System Environmental Management Committee, System Safety Council, etc.).
2.03 TVMDL Safety Committee is responsible for:

2.03.01 Assisting the TVMDL Laboratory Safety Officer, as required, to gather or distribute safety-related information, evaluate safety conditions, etc.

2.03.02 Providing training and information regarding safety procedures and programs;

2.03.03 Monitoring and ensuring compliance with applicable procedures, programs, and policies regarding safety and the environment; and

2.03.04 Advising the section head of any safety problems that are identified.

2.04 Section Heads are responsible for:

2.04.01 Establishing and maintaining a culture of safety within the section;

2.04.02 Responding to safety and environmental audits and/or inspections;

2.04.03 Ensuring employees are aware of and trained to safety policies and procedures; and

2.04.04 Overseeing laboratory section compliance with applicable rules and regulations.

2.05 Supervisors are responsible for:

2.05.01 Leading by example, supporting and following all safety procedures and written programs;

2.05.02 Identifying employees affected by a specific, written program and identifying and communicating hazards associated with assigned tasks;

2.05.03 Providing training and information regarding safety procedures and programs;

2.05.04 Monitoring and ensuring compliance with applicable procedures, programs, and policies regarding safety and the environment;

2.05.05 Taking appropriate actions to correct unsafe acts or behavior of employees;

2.05.06 Informing the section head or laboratory safety officer of any identified unsafe conditions; and

2.05.07 Filing or causing to be filed First Report of Injury form(s) in accordance with applicable Workers’ Compensation Insurance procedures.

2.06 Employees and visitors are responsible for:

2.06.01 Complying with approved rules, procedures and programs;

2.06.02 Assuming personal responsibility for accident prevention;

2.06.03 Following instructions, using appropriate personal protective equipment provided, and performing all work in a safe manner;

A. Personal protective equipment (PPE) selection and use is defined in the TVMDL Safety Manual.
2.06.04 Reporting unsafe conditions and/or practices to the appropriate supervisor; and

2.06.05 Immediately notifying the supervisor of accidents which results in injury; if the supervisor is not available, notify the section head. This notification must include the type of injury, how the accident occurred, and the names of witnesses, if any.

2.06.06 Visitors refer to 24.01.01.V1.06, Safety of Non-Employees.

2.07 Occupational Safety and Health Programs

2.07.01 The TVMDL Laboratory Safety Officer with assistance from the Texas A&M University (TAMU) Environmental Health and Safety Department (EHS) and Office of Biosafety shall develop and maintain the following programs, consistent with applicable state and federal regulations and recognized environmental, safety and health standards.

A. Biological Safety
B. Emergency Preparedness and Response
C. Environmental and Hazardous Waste Management
D. Fire and Life Safety
E. Hazardous Material Shipping
F. Industrial Hygiene and Chemical Safety
G. Laboratory Safety
H. Occupational Health
I. Occupational Safety
J. Radiological Safety

2.07.02 The TVMDL Safety Manual is the approved procedure for all TVMDL laboratory locations. The manual meets and exceeds requirements set forth in the Texas A&M University Laboratory Safety Manual.

2.08 Operation of Heavy Equipment

2.08.01 Employees must know how to properly operate the equipment used. Training shall be provided and properly documented prior to use.

2.08.02 Use only equipment that is appropriate for the work to be done.

2.08.03 Inspect the equipment prior to use to ensure that it is in good working condition. Ensure regular inspections and maintenance is conducted as appropriate.

2.08.04 Refer to the Texas A&M University Safety Manual or product documentation that accompanied the equipment for more information and specific instructions.

2.09 Enforcement

2.09.01 Refusal by an employee to follow safety guidelines or refusal to use personal protective equipment as instructed may result in disciplinary action up to and including termination (See System Policy 32.02, Discipline and Dismissal of Employees).

Questions concerning this procedure should be referred to the Laboratory Safety Officer @ 979-845-3414.

Approved 2/22/2012
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