

**24.01.01.X0.04 | Occupational Safety and Health**

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**PROCEDURE STATEMENT**

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The goal of Texas A&M AgriLife Extension Service (AgriLife Extension) 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. Unit heads shall take such action and follow applicable procedures as is necessary to ensure a safe and healthy work environment.

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**REASON FOR PROCEDURE**

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This procedure sets forth responsibilities, identifies related programs, and establishes the enforcement guidelines to help ensure the safety and health of AgriLife Extension Employees.

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**PROCEDURES AND RESPONSIBILITIES**

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**1.0 RESPONSIBILITIES**

Responsibility for compliance with applicable federal and state regulations, System regulations, and AgriLife Extension rules and procedures is delegated to all professional staff, supervisors, and employees through administrative channels.

**1.1 Unit heads will:**

- A. Take actions to comply with applicable environmental health and safety–related laws and System regulations and standards to include responding to safety and environmental audits, reviews, and/or inspections;
- B. Appoint a unit safety officer and/or safety committee;
- C. Ensure that the safety officer/committee acts as a liaison with the AgriLife Research/AgriLife Extension Service Safety Coordinator;
- D. Establish and maintain a culture of safety within their unit;
- E. Ensure employees are aware of the AgriLife Extension policy regarding the environment; and
- F. File or cause to be filed a First Report of Injury form(s) in accordance with applicable Workers' Compensation Insurance procedures.

**1.2 Safety officers/committees will:**

- A. Coordinate the safety program at the unit;
- B. Provide training and information regarding safety procedures and programs;

- C. Monitor and ensure compliance with applicable procedures, programs, and policies regarding safety and the environment;
  - D. Advise the unit head of any safety problems that are identified;
  - E. Assist the AgriLife Research/AgriLife Extension Service Safety Coordinator, as required, to gather or distribute safety-related information, evaluate safety conditions, etc.
- 1.3 Professional staff and supervisors will:
- A. Set a good example and follow all safety procedures and written programs;
  - B. Identify hazards associated with tasks assigned to employees;
  - C. Provide training and information regarding safety procedures and programs;
  - D. Monitor and ensure compliance with applicable procedures, programs, and policies regarding safety and the environment;
  - E. Take appropriate actions to correct unsafe acts or behavior of employees; and
  - F. Inform the unit head or safety officer/committee of any identified unsafe conditions.
- 1.4 Employees will:
- A. Comply with approved rules, procedures, and programs;
  - B. Assume personal responsibility for accident prevention;
  - C. Follow instructions, use personal protective equipment provided, and perform all work in a safe manner;
  - D. Report unsafe conditions and/or practices to the appropriate supervisor; and
  - E. Immediately notify the supervisor if an accident occurs, which results in injury; if the supervisor is not available, notify the unit head. This notification must include the type of injury, how the accident occurred, and the names of witnesses, if any.
- 1.5 AgriLife Research/AgriLife Extension Service Safety Coordinator will:
- A. Assist the unit head and safety officer/committee in the implementation of an appropriate safety program for the unit;
  - B. Advise the unit head and safety officer/committee of new or revised laws that affect the safety program;
  - C. Serve as a resource to provide safety-related training or information;
  - D. Periodically evaluate facilities and procedures at the unit to assess safety compliance and recommend corrective actions, as necessary;
  - E. Develop safety manuals and guidelines to foster safe work environments and maintain compliance;
  - F. Monitor performance and compliance of each unit; and
  - G. Develop programs and guidelines that promote a good environmental stewardship.
- 1.6 Visitors and students will:

Comply with approved rules and procedures. Refer to 24.01.01.X0.06, *Safety of Non–Employees*.

## 2.0 PROGRAMS

The AgriLife Research/AgriLife Extension Service Safety Coordinator with assistance from the Texas A&M University (TAMU) Environmental Health and Safety Department (EHS) and others shall develop and maintain the following programs, consistent with applicable state and federal regulations and recognized environmental, safety, and health standards.

- 2.1 Agricultural Safety
- 2.2 Biological Safety
- 2.3 Emergency Preparedness
- 2.4 Environmental and Hazardous Waste Management
- 2.5 Fire and Life Safety
- 2.6 Hazardous Material Shipping
- 2.7 Industrial Hygiene and Chemical Safety
- 2.8 Laboratory Safety
- 2.9 Occupational Health
- 2.10 Occupational Safety
- 2.11 Radiological Safety

## 3.0 ENFORCEMENT

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*, System Regulation 32.02.02, *Discipline and Dismissal Procedures for Non–faculty Employees*, and AgriLife Extension Procedure 32.02.02.X1.01, *Discipline and Dismissal*).

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## **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Policy 24.01](#), *Risk Management*

[System Policy 32.02](#), *Discipline and Dismissal of Employees*

[System Regulation 24.01.01](#), *Supplemental Risk Management Standards*, and its associated standards

[System Regulation 32.02.02](#), *Discipline and Dismissal Procedures for Non–Faculty Employees*

[AgriLife Extension Service Procedure 32.02.02.X1.01](#), *Discipline and Dismissal*

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## **CONTACT OFFICE**

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Questions regarding this procedure should be referred to the AgriLife Research/AgriLife Extension Service Safety Coordinator at 979-862-4038.