

Texas A&M Veterinary Medical Diagnostic Lab Procedures

24.01.01.V0.04 | Occupational Safety and Health

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PROCEDURE STATEMENT

The goal of Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) 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

REASON FOR PROCEDURE

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

PROCEDURES AND RESPONSIBILITIES

1.0 RESPONSIBILITIES

Responsibility for compliance with applicable federal and state regulations, The Texas A&M University System (A&M System) regulations, and TVMDL rules and procedures is delegated to all professional staff, supervisors, and employees through administrative channels.

- 1.1 Texas A&M University (TAMU) Environmental Health and Safety Department and Office of Biosafety are responsible for:
 - A. identifying potentially hazardous conditions through annual inspection and other means and providing TVMDL with timely inspection reports;
 - B. monitoring performance and compliance;
 - C. developing programs and guidelines that promote good environmental stewardship;
 - D. providing training; and
 - E. assisting, advising, and serving as a resource for the TVMDL Laboratory Safety Officer.
- 1.2 TVMDL Laboratory Safety Office is responsible for:
 - A. implementing an appropriate and effective safety program for TVMDL;
 - B. advising the section heads and safety committee of new or revised laws that affect the safety program;
 - C. serving as a resource to provide safety-related training or information;
 - D. periodically evaluating facilities and procedures of TVMDL to assess safety compliance and recommend corrective actions, as necessary;

- E. developing safety manuals, procedures, and guidelines to foster safe work environments and maintain compliance;
 - F. inspecting each section annually for performance and compliance;
 - G. developing programs and guidelines that promote a good environmental stewardship; and
 - H. participating in external safety and environmental committees (i.e. A&M System Environmental Management Committee, A&M System Safety Council, etc.).
- 1.3 TVMDL Safety Committee is responsible for:
- A. assisting the TVMDL Laboratory Safety Officer, as required, to gather or distribute safety–related information, evaluate safety conditions, etc.;
 - B. providing training and information regarding safety procedures and programs;
 - C. monitoring and ensuring compliance with applicable procedures, programs, and policies regarding safety and the environment; and
 - D. advising the section head of any safety problems that are identified.
- 1.4 Section Heads are responsible for:
- A. establishing and maintaining a culture of safety within the section;
 - B. responding to safety and environmental audits and/or inspections;
 - C. ensuring employees are aware of and trained to safety policies and procedures; and
 - D. overseeing laboratory section compliance with applicable rules and regulations.
- 1.5 Supervisors are responsible for:
- A. leading by example, supporting and following all safety procedures and written programs;
 - B. identifying employees affected by a specific, written program. and identifying and communicating hazards associated with assigned tasks;
 - C. providing training and information regarding safety procedures and programs;
 - D. monitoring and ensuring compliance with applicable procedures, programs, and policies regarding safety and the environment;
 - E. taking appropriate actions to correct unsafe acts or behavior of employees;
 - F. informing the section head or laboratory safety officer of any identified unsafe conditions; and
 - G. filing or causing to be filed First Report of Injury form(s) in accordance with applicable Workers' Compensation Insurance procedures.
- 1.6 Employees and visitors are responsible for:
- A. complying with approved rules, procedures and programs;
 - B. assuming personal responsibility for accident prevention;
 - C. following instructions, using appropriate personal protective equipment provided, and performing all work in a safe manner;

- D. personal protective equipment (PPE) selection and use as defined in the TVMDL Safety Manual;
- E. reporting unsafe conditions and/or practices to the appropriate supervisor; and
- F. 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.

1.6 Visitors will:

Comply with approved rules and procedures. Refer to 24.01.01.V0.06, *Safety of Non-Employees and TVMDL SOP 1810 – TVMDL Visitor Program*.

2.0 PROGRAMS

The TVMDL Laboratory Safety Officer with assistance from the 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.

- 2.1 Biological Safety
- 2.2 Emergency Preparedness and Response
- 2.3 Environmental and Hazardous Waste Management
- 2.4 Fire and Life Safety
- 2.5 Hazardous Material Shipping
- 2.6 Industrial Hygiene and Chemical Safety
- 2.7 Laboratory Safety
- 2.8 Occupational Health
- 2.9 Occupational Safety
- 2.10 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 A&M System Policy 32.02, *Discipline and Dismissal of Employees*, A&M System Regulation 32.02.02, *Discipline and Dismissal Procedures for Non-Faculty Employees*, and TVMDL Procedure 32.02.02.V0.01, *Discipline and Dismissal*.)

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

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

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

[A&M System Regulation 32.02.02](#), *Discipline and Dismissal Procedures for Non-Faculty Employees*

[TVMDL Procedure 32.02.02.V1.01](#), *Discipline and Dismissal*

CONTACT OFFICE

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