

# Chapter 1 INTRODUCTION

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## **UTPB Office of Environmental Health & Safety**

The UTPB Safety & Health Office is responsible for managing safety and health programs for UTPB. The overall objective is to maximize the safety and health of employees, students and visitors.

Programs and services provided by the UTPB Office of Environmental Health & Safety include the following:

- Monitor safety regulations
- Develop policies and/or protocols concerning safety and health issues
- Disseminate information concerning safety regulations, policies, and protocols
- Submit reports and other required documentation to pertinent State agencies
- Evaluate facilities to maintain safe work environments
- Inspect/test safety equipment such as fire extinguishers and fume hoods
- Report results of evaluations, tests, etc., along with recommended corrective measures to appropriate personnel for action
- Dispose of hazardous chemical waste
- Review construction plans for compliance with codes and standards
- Assist departments in planning ADA compliance
- Respond to emergencies such as fires or chemical spills
- Measure environmental parameters such as vapors or noise levels
- Provide safety-related training
- Evaluate injury reports for accident trends and perform investigations as appropriate
- Assist with emergency preparedness planning for major disasters and coordinate University plans with the local community
- Assist departments in the development of Emergency Evacuation Plans
- Participate in safety committees and task forces
- Maintain a library of safety audiovisual programs and relevant safety regulations and nationally recognized codes and standards

## **Other Responsibilities**

All University employees and students are responsible and accountable for safety performance and environmental protection.

### UTPB Vice President for Business Affairs

The UTPB Vice President for Business Affairs is responsible for the following:

- Providing the facilities and equipment required for a safe work environment

- Reviewing and approving health and safety policies and protocols
- Correcting safety deficiencies by establishing priorities and committing resources, as appropriate
- Establishing methods for disseminating safety information and policies
- Establishing criteria for implementing safety policies and protocols
- Establishing a system for safety accountability

#### Supervisors, Department Chairs, and Directors

Supervisors, Department Chairs and Directors are responsible for the following:

- Promoting safety and loss prevention
- Controlling or eliminating occupational hazards
- Periodically conducting safety and loss control evaluations
- Ensuring that employees are adequately trained in safety policies and protocols
- Ensuring that employees are provided with appropriate personal protective clothing and equipment for safe job performance

#### Faculty, Staff and Students

Faculty, staff, and students are responsible for the following:

- Performing their jobs in the safest prescribed manner
- Eliminating and/or reporting workplace hazards
- Reporting accidents, incidents, and unsafe practices or conditions to supervisors
- Complying with safety and health policies and protocols

### **UTPB Safety Manual**

This and the following chapters makeup the entirety of the UTPB Safety Manual which was developed by the UTPB Office of Environmental Safety & Health as a reference manual. It describes programs, practices, and procedures to be followed to help ensure a safe and healthy environment. It is the intent of the University to comply with all relevant occupational and environmental regulations and nationally recognized codes and standards. Using the manual's protocols will complement responsible efforts to foster safe work habits and to maintain safe work environments.