HSC OP: 75.01, TTUHSC Safety Programs

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide guidance and assistance in the implementation of the various Texas Tech University Health Sciences Center (TTUHSC) Safety Programs.

REVIEW: This HSC OP will be reviewed on January 15 of each odd-numbered year (ONY) by the Director of Safety Services and the Assistant Vice President for Physical Plant and Support Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by February 1.

POLICY/PROCEDURE:

1. TTUHSC Health and Safety Policy Statement

TTUHSC is committed to providing a safe and healthy workplace for faculty, staff, students, volunteers, patients, and visitors through compliance with applicable federal, state, and local rules and regulations, and the safety policies and procedures established by the institution. TTUHSC is responsible for providing information and implementing programs directed toward the health and safety of all institutional stakeholders, and for protecting the environment.

Supervisors are responsible for the health and safety of persons who report to them. Supervisors shall ensure that persons directed by them have been trained and made aware of specific hazards involved in their employment activities, and that they understand and comply with prescribed safety rules, regulations, policies, protocols, and work practices. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action. Employees have a duty to work in compliance with statutory requirements and established safe work practices and to report unsafe or unhealthy conditions to their supervisors.

Contractors and subcontractors undertaking work for TTUHSC will, as part of their contracts, comply with all relevant workplace and environmental health and safety statutes and institutional procedures.

Commitment to health and safety by individuals at all levels and functions is an integral part of TTUHSC’s operations.

The Safety Services Department is charged with the responsibility for providing the necessary support in the implementation of federal, state and local required safety programs and training. Individual divisions within Safety Services have the responsibility for managing specific safety programs. Within TTUHSC, Unit Safety Officers (USO’s) are appointed by the Department Heads. The USO is responsible for assisting the Department Head in implementing and managing the department Safety Program. The USO is an integral part of and is essential to the overall TTUHSC Safety Program. USO duties include accident reporting, emergency procedures, and safety training. In addition, the USO acts as liaison between the department and the Department of Safety Services.

Each Regional Center shall be responsible for implementing and maintaining the various safety programs. It shall be the responsibility of the Assistant Vice President for Finance and Administration - Regional Center or designee to coordinate these safety programs with the Senior Director for Safety Services.

The Department of Safety Services is responsible for carrying out the overall safety policies and procedures established by TTUHSC. The department is structured to accomplish its responsibilities within six divisions, as indicated below:
2. Safety Programs

The TTUHSC Safety Programs Procedures and Policy are delineated in the following publications: TTUHSC Safety Manual, Radiation Safety Manual, Laser Safety Manual, Laboratory Safety Manual and TTUHSC Regulated Waste Disposal Manual. Copies of these manuals may be obtained from...

Basic safety practices and emergency procedures are equally applicable to employees, students, and volunteers. Employees, students, and volunteers should complete required safety training within two weeks of employment / matriculating to TTUHSC.

Each of the respective Divisions of Safety Services is responsible for the development, coordination and implementation of environmental and safety programs / procedures to comply with applicable Local, State and Federal rules and regulations. Safety Services and its respective Divisions are responsible for coordination, collaboration and oversight of HSC Regional Center Safety Offices and environmental / safety compliance.

3. Radiation / Laser Safety

The Radiation Protection Division is responsible for the implementation of Texas Department of State Health Services – Radiation Control Program regulations and the policies established by the TTUHSC Radiation Safety Committee. The TTUHSC Radiation Safety Manual sets forth policy and procedures applicable to all TTUHSC users of radioactive material. A copy of the TTUHSC Radiation Safety Manual is required to be available in each laboratory using or producing ionizing radiation. The TTUHSC Laser Safety Manual also sets policy and procedures for all TTUHSC users of lasers. A copy of the TTUHSC Laser Safety Manual is required to be available in all clinics or laboratories using registered laser equipment. The Radiation Protection Division is responsible for the coordination of Radiation Safety training.

4. Occupational Safety

The Occupational Safety Division is responsible for the planning, organizing, coordinating, promoting, evaluating, developing and maintaining the TTUHSC Occupational Safety Program to meet Federal, State and local rules and regulations to assist in providing each employee with a work environment free from recognized hazards causing or likely to cause serious physical harm or death.

5. Environmental Protection

The Environmental Protection Division is responsible for the design and implementation of methods necessary to ensure safe and environmentally responsible disposal of hazardous wastes in accordance with applicable local, state, and federal regulations and recommended guidelines. This division is responsible for monitoring indoor air quality (IAQ) and ensuring safe and environmentally-responsible air and water effluents. The Division manages the development, implementation and response training of TTUHSC hazardous response activities.

6. Fire & Life Safety

The Fire & Life Safety Division is responsible for conducting on-going fire prevention activities, providing emergency response training, overseeing fire safety, and acting as a liaison with outside agencies on matters relating to fire safety and emergency planning. The Fire & Life Safety Division reviews all construction & remodeling projects for compliance with Fire and Life Safety Codes.

7. Laboratory Safety

The Laboratory Safety Division is responsible for carrying out the policies established by TTUHSC and recommendations set forth by the Institutional Biosafety Committee (IBC) and for ensuring that the operations and functions of TTUHSC laboratories comply with local, state, and federal regulations and recommended guidelines. The Laboratory Safety Division regularly inspects laboratories and emergency safety equipment. Laboratory accident / incident / hazards are monitored, analyzed, and evaluated to provide indices of laboratory safety performance and trends.
This division recommends licensing and credentialing of investigators and laboratory personnel to the Institutional Biosafety Committee (IBC) for approval.

The Laboratory Safety Division facilitates Laboratory Safety Training and Shipping Hazardous Material Training.

This division maintains Institutional Chemical Inventory.

7. **Safety Education & Training**

The Safety Education and Training Division is responsible for the coordination of safety education and training programs prescribed in the TTUHSC Safety Manual, and/or as deemed necessary for all TTUHSC employees in order to reduce accident exposure and risk and meet regulatory requirements. This division is responsible for the development, implementation, assessment, and record keeping of general safety education, Radiation/Laser, Laboratory, and Fire Emergency Response training of employees, volunteers, and students.

The general safety programs in place for employees, students, and volunteers are outlined below:

<table>
<thead>
<tr>
<th>New Employees</th>
<th>New Employee Safety Orientation Program (NESOP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Employees</td>
<td>Refresher Training</td>
</tr>
<tr>
<td>Students</td>
<td>Safety Training Education Program for Students (STEPS)</td>
</tr>
<tr>
<td>Volunteers</td>
<td>Volunteer Safety Orientation Program (VSOP)</td>
</tr>
</tbody>
</table>