



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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 Senior Director for Safety Services, with recommendations for revision forwarded to the Vice President for Facilities and Safety Services 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 and responsibility 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 federal, state, and local workplace and environmental health and safety statutes and institutional policies and procedures.

Commitment to health and safety by individuals at all levels and functions is an integral part of TTUHSC's operations and the TTUHSC Values-Based Culture.

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 (USOs) 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 TTUHSC Campus shall be responsible for implementing and maintaining the various safety programs. It shall be the responsibility of the Campus Business Operations Officer or designee for each campus to coordinate these safety programs with the Senior Director for Safety Services and the local Safety Services office on their campus.

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:

Safety Services Department

Emergency Preparedness	Environmental Protection	Fire & Life Safety	Laboratory Safety	Radiation Protection	Safety Education & Training
Act as liaison with federal, state, & local emergency agencies Develop and implement all campus emergency preparedness plans Train personnel, test & exercise all campus emergency plans	Manage Indoor Air Quality Program Manage Chemical & Biohazardous Waste Generation, Disposal, and Contracting Monitor Crematory Operation	Conduct Fire Safety Training & Emergency Exercises Inspect Fire Suppression & Alarm Systems Manage Fire Extinguisher & Fire Suppression Systems Maintenance	Manage Laboratory Safety Program Investigate Laboratory Incidents Review Chemical Hygiene, Exposure Control, Hazard Communication, and Biological Safety Plans for the Laboratory Safety Manual	Manage Radiation Protection Program Act as Liaison between TDSHS – Radiation Control Program & TTUHSC Review Applications and Amendments for Radioactive Material Sublicenses	Provide Safety Education & Training Programs Maintain Central Database for Employee and Student Safety Training Edit & Maintain HSC Safety Manual & Safety Handbook
Assist with training for users of STAT!Alert Emergency Notification System	Assess Indoor Air Quality (IAQ) & Odor Concerns as requested Facilitate Major & Minor Hazardous Spill Response Monitor Environmental Sanitation Edit & Maintain TTUHSC Regulated Waste Disposal Manual Support Special Event Programs Monitor regulatory Updates on Environmental Protection	Conduct Fire & Life Safety Inspections & Compliance Surveys Review Construction & Renovation Plans for Fire & Life Safety Code Compliance Coordinate w/ Local and Region Fire Departments Develop, Coordinate and Maintain Fire Response Plans Prepare & Implement Interim Life Safety Measures (ILSM) as needed Assist & Coordinate activities with State Fire Marshal's Office (SFMO)	Manage Testing & Inspection of Fume Hoods, Safety Showers & Eye Washes Edit & Maintain TTUHSC Laboratory Safety Manual Conduct Laboratory Inspections, Training & Surveys Assist RO in Complying with Select Agent Regulations Process Chemical and Biohazardous Material Orders Facilitate Laboratory Reagent Ethanol Distribution Program Facilitate and periodically review Laboratory Safety Essentials Course Content Review Research Protocols Maintain Institutional Chemical Inventory Monitor Biological & Chemical Safety Compliance	Approve and Process Radioactive Material Orders Facilitate and periodically review Radiation Safety Short Course Manage Radioactive Material Waste Disposal Inspect X-Rays & Lasers Edit & Maintain TTUHSC Radiation & Laser Safety Manuals Manage Personnel Dosimetry Program Conduct Radiation & Laser Incident Investigation Calibrate Radiation Survey Instruments Conduct Radiation Lab Surveys	Facilitate NESOP & Special Training Programs Manage Safety Services Web Pages Present Special Training Programs Coordinate Unit Safety Officer Program Produce HSC Safety Newsletter

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. These manuals may be found online at the following Safety Services web page, Publications link: <https://hscweb.ttuhs.edu/safety-services/manuals.aspx>

TTUHSC adopts all contents of the TTUHSC Safety Manual, TTUHSC Laboratory Safety Manual, TTUHSC Regulated Waste Disposal Manual, TTUHSC Radiation Safety Manual and the TTUHSC Laser Safety Manual as policy. All departments, divisions and campuses shall implement applicable programs and procedures set forth in these TTUHSC Manuals.

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 all TTUHSC Safety Services Offices and environmental / safety compliance.

3. **Emergency Preparedness**

The Emergency Preparedness division is responsible for the development, implementation, and exercising of emergency preparedness plans for all campuses. The division serves as liaison with local, state, and federal emergency management/preparedness agencies.

4. **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.

5. **Fire & Life Safety**

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

6. **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 Hazardous Materials Shipping Training.

This division maintains and reconciles Institutional Chemical Inventories.

7. **Radiation / Laser Safety**

The Radiation Protection Division is responsible for the implementation of Texas Department of State Health Services – Radiation Control Program (TDSHS-RCP) rules and regulations and TTUHSC policies and procedures regarding the use of radioactive material, x-ray-producing devices, and lasers or laser systems. The policies and procedures established by the TTUHSC Radiation Safety Committee apply to users of radioactive material. The TTUHSC Radiation Safety Manual sets forth policy and procedures applicable to all TTUHSC users of radioactive material. A copy of, or a web-link to the TTUHSC Radiation Safety Manual and the applicable TDSHS-RCP rules and regulations is required to be available in each laboratory using radioactive material. All x-ray utilization locations are required to have a copy of the Operating & Safety Procedures specific to the x-ray device(s) being used available in/at the site. The TTUHSC Laser Safety Manual 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 and Laser Safety training.

8. **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:

New Employees	New Employee Safety Orientation Program (NESOP)
Current Employees	Annual Refresher Safety Training
Students	Safety Training Education Program for Students (STEPS)
Volunteers	Volunteer Safety Orientation Program (VSOP)