

UNIVERSITY RULE

24.01.01.M4 Environmental Health and Safety Programs

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Rule Statement

Environmental Health and Safety (EHS) provides services that promote a healthy and safe environment for faculty, staff, students and visitors and promotes work practices that protect the environment. Approved Texas A&M University safety procedures apply to all University employees, students and visitors, as well as TAMUS employees working on or visiting any TAMU or RELIS campus.

Official Rule/ Responsibilities/ Process

1. TAMU at QATAR – ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS

- 1.1 Responsibility for implementing the EHS programs at Texas A&M University at Qatar (TAMUQ) lies with the TAMUQ Office of Building Operations and Health, Safety, Security, and Environment (OBO-HSSE). In addition to the rules and requirements of the United States and the State of Texas, TAMUQ is obligated to also follow applicable EHS laws promulgated in the State of Qatar. TAMUQ develops and maintains its own specific programs in order to incorporate State of Qatar requirements as related to TAMU programs listed in this document. Copies of these programs can be obtained by contacting safety@qatar.tamu.edu.

TAMUQ OBO-HSSE should be substituted for EHS in this document when applying these requirements to the TAMUQ campus.

2. TAMU at GALVESTON – ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS

- 2.1 Implementation of EHS programs at Texas A&M University at Galveston (TAMUG) is the responsibility of the TAMUG Environmental Health and Safety office (TAMUG EHS). Copies of these programs can be obtained by contacting ehs@tamug.edu and online at <https://www.tamug.edu/EnvironmentalHealthSafety/index.html>.

3. RESPONSIBILITIES

Responsibility for compliance with applicable federal and state regulations, System Regulations and University Rules and procedures is delegated to all supervisors and employees through administrative channels.

3.1 Environmental Health and Safety (EHS)

EHS is responsible for the following:

- 3.1.1 identifying potentially hazardous conditions through regular inspections of laboratories, animal use facilities, greenhouses, growth chambers, classrooms and offices;
- 3.1.2 developing safety manuals and guidelines to promote safe work environments and maintain compliance;
- 3.1.3 monitoring compliance with all applicable rules and procedures and state and federal guidelines, regulations and laws;
- 3.1.4 developing programs and guidelines that promote good environmental stewardship;
- 3.1.5 providing timely and effective training;
- 3.1.6 decommissioning laboratories and assisting investigators leaving the institution to ensure proper disposition/disposal of chemicals, radioisotopes, etc.;
- 3.1.7 providing timely incident response; and
- 3.1.8 assisting and advising departments/units to promote a safe environment.

3.2 The TAMUQ OBO-HSSE is responsible for the following at the Qatar campus:

- 3.2.1 identifying potentially hazardous conditions through regular inspections of laboratories, classrooms and offices;
- 3.2.2 developing safety manuals and guidelines to promote safe work environments

and maintain compliance;

- 3.2.3 monitoring compliance with all applicable rules, procedures and guidelines and Qatar Foundation and State of Qatar regulations and laws;
- 3.2.4 developing programs and guidelines that promote good environmental stewardship;
- 3.2.5 providing timely and effective training;
- 3.2.6 decommissioning laboratories and assisting investigators leaving the institution to ensure proper inactivation and disposal of biohazards and proper disposition/disposal of chemicals, radioisotopes, etc.;
- 3.2.7 providing timely incident response; and
- 3.2.8 assisting and advising departments/units to promote a safe environment.

3.3 TAMUG EHS is responsible for the following on the TAMUG campus:

- 3.3.1 developing and maintaining safety manuals and guidelines to promote safe and healthful work environments;
- 3.3.2 identifying recognized hazards through regular inspections of laboratories, classrooms and offices and providing guidance to mitigate any that are identified;
- 3.3.3 ensuring compliance with applicable rules, procedures, state and federal guidelines, and regulations and laws;
- 3.3.4 developing programs and guidelines that promote good environmental stewardship;
- 3.3.5 providing timely and effective training that is compliant with applicable standards and/or rules;
- 3.3.6 commissioning and decommissioning laboratories; assisting investigators with proper deactivation of radioactive material and disposal of biohazards, chemicals, and surplus equipment, etc.;
- 3.3.7 responding to incidents in a timely manner;
- 3.3.8 serving as subject matter expert (SME) to assist and advise departments/units to promote a safe and healthful work environment.

3.4 Safety and Environmental Committees

3.4.1 The following committees are responsible, in part, for developing policy and providing advice and guidance to senior management and EHS on matters of safety and the environment:

- Overall Campus Safety – Senior Safety Oversight Committee (SSOC)
- Chemical and Lab Safety – Laboratory Safety Committee (LSC)
- Radiological Safety – Radiological Safety Committee (RSC)
- Environment – Environmental Management Committee (EMC)

3.4.2 TAMUQ Committees are responsible, in part, for developing policy and providing advice and guidance to senior management at TAMUQ and the TAMUQ OBO-HSSE:

- The TAMUQ Safety Council
- The TAMUQ Safety Oversight Committee

3.4.3 The following committees at TAMUG are responsible; in part, for developing policy and providing advice and guidance to senior management and EHS on matters relating to health, safety, and environmental management.

- TAMUG Safety & Health Committee
- TAMUG Environmental Management Council

3.5 Departments/Units

Departments/Units are responsible for:

3.5.1 establishing, promoting and maintaining a culture of safety within the department/unit;

3.5.2 responding to and assisting with correction of deficiencies noted in environmental health and safety lab inspection reports;

3.5.3 ensuring employees are aware of the University rules regarding environmental health and safety;

3.5.4 monitoring and ensuring departmental compliance with applicable rules, procedures, guidelines, regulations and laws; and

3.5.5 Promptly notifying EHS when new faculty join the Department, when faculty leave the Department, and whenever faculty move their labs.

3.6 Supervisors

Supervisors are responsible for:

- 3.6.1 identifying individuals affected by a specific, written program including individuals who are at risk of potential exposure to chemical, physical, and radiological hazards;
- 3.6.2 providing training and information regarding the program; and
- 3.6.3 monitoring and ensuring compliance with applicable programs, procedures, and rules, regulations and policies regarding safety and environment.

3.7 Employees, Visitors and Students

Employees, visitors and students are responsible for:

- 3.7.1 Compliance with applicable state and federal laws, regulations and guidelines as well as approved University rules and procedures. See University rule 24.01.01.M6, *Visitors in Hazardous Areas*.

4. PROGRAMS

- 4.1 EHS shall develop and maintain the following programs, consistent with applicable state and federal regulations and recognized environmental safety and health standards. Details and copies of all programs listed below are available via the EHS homepage (<https://ehs.tamu.edu/>)
 - 4.1.1 Agricultural Safety (excluding TAMUQ and TAMUG)
 - 4.1.2 Emergency Preparedness
 - 4.1.3 Environmental and Hazardous Waste Management
 - 4.1.4 Fire and Life Safety
 - 4.1.5 Food Safety
 - 4.1.6 Hazardous Material Shipping
 - 4.1.7 Industrial Hygiene and Chemical Safety
 - 4.1.8 Laboratory Safety
 - 4.1.9 Occupational Health
 - 4.1.10 Occupational Safety
 - 4.1.11 Radiological Safety
- 4.2 The University's Safety Manual provides general safety guidance. The current version of this document can be accessed at <https://ehs.tamu.edu/media/1601610/safety-manual-2017.pdf>.
- 4.3 The University's Laboratory Safety Manual provides guidelines for laboratory safety. The current version of this document can be accessed at <https://ehs.tamu.edu/media/1434848/LaboratorySafetyManual.pdf>.
 - 4.3.1 The TAMUQ Laboratory Safety Manual can be obtained by contacting the TAMUQ OBO-HSSE at safety@qatar.tamu.edu.

- 4.4 The University's Field Work Safety Guideline is the approved guideline for field work governed by TAMU. The document can be found at <https://ehs.tamu.edu/media/1494994/FieldworkSafetyManual.pdf>.
- 4.5 Department/Program/Unit may develop more specific manuals as long as they meet or exceed the requirements of those listed in 4.2-4.4.

Related Statutes, Policies, or Requirements

Supplements [System Policy 24.01](#) and [System Regulation 24.01.01](#)

Campus Safety and Emergency Procedures
<http://www.tamu.edu/emergency/resources/plans.html>

[TAMUG Emergency Procedures](#)

[University Rule 24.01.01.M2 Hazard Communication](#)

[University Rule 24.01.01.M3 Hazardous Waste Management Program](#)

[University Rule 24.01.01.M5 Radiological Safety](#)

[University Rule 15.99.06.M1 Use of Biohazards, Biological Toxins, and Recombinant DNA and Dual Use Research of Concern](#)

[University SAP 24.01.01.M4.01 Bloodborne Pathogens Exposure Control](#)

[University SAP 24.01.01.M4.02 Food Safety and Sanitation](#)

[University SAP 24.01.01.M0.02 Visitors in Hazardous Areas](#)

Contact Office

TAMU: [Environmental Health and Safety](#)

TAMUG: [Environmental Health and Safety](#)

TAMUQ: The Office of Health, Safety, Security, Environment at 974-4423-0032