

UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: General Administration

NUMBER: 01.C.07

AREA: Risk Management

SUBJECT: Safety Administration

1. PURPOSE

This document establishes a policy designed to promote, create and maintain a safe, secure, caring and compassionate university environment.

2. POLICY

- 2.1. The System will strive to provide employees and students with a safe university environment.
- 2.2. The System will comply with applicable health and safety, ~~health and environmental~~ regulations.
- 2.3. ~~Component u~~University or city police~~All~~ departments will work together ~~with their component respective university's safety offices~~ to promote a safe and secure university environment.
- 2.4. Employees are expected~~will strive~~ to be aware of the potential hazards in their work areas.
- 2.5. Students are expected~~will strive~~ to be aware of the potential hazards in their classrooms, laboratories and residential environments.
- 2.6. No employment, ~~academic objective~~ or research objective is so important that it will be pursued at the expense of safety.
- 2.7. Each employee and student has ~~thea~~ responsibility into preventing accidents and injuries. ~~by observing established operating rules.~~
- 2.8. Managers are responsible for providing job-specific safety training.
- 2.8.2.9. Employees will follow the directions of their supervisors and practice the principles taught in safety training.
- 2.9.2.10. Students who participate in laboratory activities will receive the appropriate lab safety training prior to lab participation and use appropriate required personal protective equipment and safety instruments and/or tools. (e.g., eye protection).

~~2.10.2.11.~~ Contractors performing work on System property will be required to comply with health and safety rules ~~established by the component university's safety offices~~ and applicable regulations.

~~2.11.2.12.~~ The ~~risk managers~~~~safety officer~~ at each ~~component~~ university will ~~direct the loss prevention program. identify potential and actual dangers and will work with the appropriate University departments to minimize them.~~

2.12 In order to promote a safe work environment and to ensure that the normal operations of the universities and teaching centers run smoothly, minor children may visit their parents in the workplace only on an infrequent basis. Such visits should be ~~brief, and~~brief and should be planned to avoid disruption in the workplace. When on campus, children may not be left unsupervised or in the charge of others. Exceptions may be granted by supervisors for extenuating circumstances only on a temporary and infrequent basis for brief periods of time. Sick children may not be brought to work. The System universities may allow children in the workplace for special programs and events, working with their respective departments to ensure the safety of all concerned.

3. PROCEDURES

~~3.1.~~ ~~The safety officer at each component university will maintain an occupational and physical safety plan. Each University will develop and maintain in-house safety programs.~~

~~3.1.~~

3.2. The department hiring the contractors will ensure that contractors working on campus comply with System health and safety policies.

~~3.3.~~ ~~The safety officer at each component university will work with the administration to develop in-house safety programs.~~

~~3.4.~~ ~~The safety officer at eEach component University will monitor federal and state rules and regulations to evaluate their effect on the component university from a risk management perspective.~~

~~3.5.~~ ~~The safety officer at each component university and the city police department will coordinate during emergencies the provision of services with local fire departments and emergency teams.~~

~~3.6.3.3.~~ ~~The safety officer at eEach component university will employ periodic risk management and safety inspections in order to identify potential hazards and ensure correction in a timely manner. and make appropriate efforts to correct unsafe conditions which exist.~~

~~3.7.3.4.~~ Appropriate safety training will be provided ~~by the component university's safety officer to each employee and given~~ to each new employee during orientation.

~~3.8.3.5.~~ Safety training will be a functional part of the safety program. Such programs may address the following:

- ~~a. Fire safety~~
- ~~b. Chemical safety~~
- ~~c. Biological safety~~
- ~~d. Radiation safety~~
- ~~e. Accident prevention~~
- ~~f. Active shooter~~
- ~~g. Severe weather~~
- a. General/Personal Safety
- b. Workplace Safety
- c. Research Safety
- d. Emergency Preparedness
- e. Crime Prevention

~~3.9.3.6.~~ ~~The appropriate safety office safety officer at each component university will prepare reports regarding safety matters as needed to be presented to the component university's chief financial officer. Necessary reports regarding safety matters will be prepared by the appropriate safety department and will be presented to the university's chief financial officer as needed.~~

~~3.10.3.7.~~ ~~The safety officer risk manager at e~~Each component university will maintain reports of accidents and ~~injuries, and~~injuries and will present copies of reports as needed to the ~~component~~ university's chief financial officer.

4. REVIEW AND RESPONSIBILITIES

~~4.~~
Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every five years

5. APPROVAL

Approved: Raymond Bartlett
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: 11/17/2020

6. REFERENCES

Executive Order GWB 95-8, Relating to Workplace Safety and Health of State Employees, Citizens Served, and Preservation of State Property