

Texas A&M University-San Antonio

24.01.01.O0.01 Risk Management Programs

Approved: January, 2014

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Procedure Statement

This Procedure outlines actions the university will take to minimize the risk to its employees, students, and visitors, its financial condition, and its material and natural resources. The Office of Compliance and Risk Management (OCRM) is responsible for the implementation of this procedure. This procedure implements requirements of Texas A&M University System (System) Policy [24.01 Risk Management](#) and System Regulation [24.01.01 Supplemental Risk Management Standards](#).

Official Procedure

1. FIRE AND LIFE SAFETY

1.1 The OCRM is responsible for:

- 1.1.1 Reviewing and approving all proposed construction, structural changes, or changes in use of building space on the Texas A&M University-San Antonio (A&M-San Antonio) campus, regardless of facility ownership, to address fire and life safety issues as the local Authority Having Jurisdiction (AHJ) as defined by fire code;
- 1.1.2 Providing training in fire and life safety for campus constituents;
- 1.1.3 Ensuring regular inspections/review of facilities and campus activities;
- 1.1.4 Ensuring preventive maintenance and testing of campus fire extinguishers and fire hydrants is accomplished;
- 1.1.5 Ensuring acceptance tests of fire safety systems are conducted as necessary;
- 1.1.6 Interfacing with local fire departments to ensure a close working relationship, compatibility of fire safety equipment, adequate campus access for fire department apparatus, and familiarity with campus facilities, campus layout, naming conventions, and coordination of emergency response;

1.1.7 Reviewing and approving both indoor and outdoor pyrotechnic displays and the use of flame effects (as described by, and in accordance with, the Texas Occupations Code) on campus or at university-sponsored events;

1.1.8 Reviewing and coordinating the approval process with State and local agencies for open burns such as brush or grassland;

1.1.9 Reviewing and approving other uses of open fires such as campfires, cookouts, use of fireplaces;

1.2 SSC, the campus facilities contractor, is responsible for:

1.2.1 Performing preventive maintenance and testing of all campus fire and life safety systems, including fire sprinklers, fire detection and alarm systems, exit systems including marking and hardware, and illumination systems including normal, emergency lighting, and generators;

1.2.2 Ensuring that new construction, renovations and alterations to existing structures [that are under SSC control] conform to applicable State of Texas laws regarding engineering, architecture, accessibility, and fire and life safety;

1.2.3 Ensuring that all structural modifications that could affect fire and life safety are reviewed and approved by OCRM;

1.3 University Services is responsible for:

1.3.1 Reporting occupant-initiated changes to the facility or room uses to OCRM.

1.4 Responsibilities of Faculty, Staff, Administrators:

1.4.1 Ensuring that all facility modifications and significant changes in use of facilities (e.g., changing an office to a laboratory, meeting room, etc.) under their responsibility receive prior review and approval by OCRM;

1.4.2 Enforcing University fire and life safety procedures;

1.4.3 Reporting identified deficiencies to the OCRM.

2. LABORATORY SAFETY

2.1 The Lab Manager will ensure the following:

2.1.1 Identification of all faculty, staff, and students who require lab safety training;

2.1.2 Documentation of and providing upon request all lab safety training;

2.1.3 Proper storage of all laboratory chemicals/supplies;

2.1.4 Ensure proper and timely inspections of all university labs;

2.1.5 Maintain and inventory of all university labs;

2.2 OCRM will:

2.2.1 Verify the Lab Manager has complied with all aspects of paragraph 2.1 and report any discrepancies/concerns immediately to the VP for Business Affairs and the Provost;

2.2.2 Ensure required inspections of the laboratories are conducted and results documented.

3. CHEMICAL SAFETY

3.1 The Lab Manager will ensure the following:

3.1.1 Development and implementation of a laboratory chemical safety program that includes training and processes for procurement, spill management, creation and management of Material Safety Data Sheets (MSDS), storage, inventory, transportation of chemicals, and proper use and disposal of laboratory related chemicals;

3.1.2 Identification of faculty, staff, and employees who need chemical safety training;

3.1.3 Providing chemical safety training to those identified;

3.2 OCRM will:

3.2.1 Verify the Lab Manager has complied with all aspects of paragraph 3.1 and report any discrepancies/concerns immediately to the VP for Business Affairs and the Provost;

4. HAZARDOUS COMMUNICATION PROGRAM:

The 69th Legislature of the State of Texas, in 1985, enacted the Texas Hazard Communication Act. The purpose of the Act includes improving the health and safety of persons living and working in the State of Texas by providing access to information regarding hazardous chemicals to which they may be exposed either during the course of their normal employment activities, during emergency situations, or as the result of proximity to the manufacture or use of those chemicals. It is also the intent and purpose of the Act that information is provided to emergency service organizations responsible for dealing with chemical hazards during emergency situations and to the Commissioner of Health so as to make the information available to the general public.

- 4.1 The Lab Manager is responsible for identifying faculty, staff, students, etc.who may be exposed to hazardous chemicals within a laboratory setting and for developing and providing these individuals with information regarding the hazardous chemicals which they may be exposed during the course of their employment/study/visit at A&M-San Antonio.
- 4.2 The Director of Human Resources will identify all A&M-San Antonio employees, including new-hires, whose job titles/classifications indicate a potential chemical exposure and assign the appropriate training for those employees. The Director of Human Resources will provide the OCRM a current, monthly report with all identified employees detailing the current status of assigned training. The OCRM may also identify faculty, staff, students...who may be exposed to hazardous chemicals during the course of their employment, during emergency situations, or as a result of proximity to the manufacture or use of those chemicals. The OCRM will also periodically review the activities required under paragraphs 4.1 and 4.3 and report the findings of the review of those activities associated with paragraph 4.1 to the Provost and the findings of the review of activities associated with paragraph 4.3 to the VP for Business Affairs.
- 4.3 The Director for the facilities management contractor is responsible for identifying faculty, staff, students, contractor employees...who may be exposed to hazardous chemicals associated with the contractor's course of business as a facilities contractor for the university and for developing and providing these individuals with information regarding the hazardous chemicals which they may be exposed to during the course of their employment/study/visit at A&M-San Antonio.

5. BLOOD BORNE PATHOGENS EXPOSURE PROGRAM:

In accordance with Health and Safety Code, Chapter 81, Subchapter H, and analogous to OSHA Blood Borne Pathogens Standard, A&M-San Antonio has established an Exposure Control Plan to prevent, or minimize, the exposure of employees to blood borne pathogens. Blood borne pathogens are pathogenic microorganisms that are present in human blood, human blood components, or products made from human blood that can cause diseases in humans. Other Potentially Infectious Materials (OPIM) such as human body fluids fall under the provisions of this procedure.

- 5.1 The Lab Manager will implement the Bloodborne Pathogens Exposure Control Plan for everyone associated with an academic program that may expose the person to blood borne pathogens. The program will include identification of faculty, staff, students who may be exposed to blood borne pathogen in the course of academic activities and proper training to those individuals.
- 5.2 The Director of Human Resources will identify all employees, including new-hires whose job titles/classifications indicate a potential occupational exposure and assign the appropriate training for those employees in accordance with Bloodborne Pathogen Exposure Control Plan. The Director of Human Resources will provide the OCRM a

current, monthly report with all identified employees detailing the current status of assigned training.

5.3 The OCRM will ensure new-hires identified by the Director of Human Resources in paragraph 5.2 complete the bloodborne pathogen exposure training assigned in TrainTraq. The OCRM will maintain the monthly report and report any discrepancies/concerns immediately to the Director of Compliance, VP for Business Affairs, and the Provost.

6. EMPLOYEE SAFETY

6.1 The OCRM will develop a general employee safety training program that will be incorporated into TrainTraq and required for all employees to take every year.

Related Statutes, Policies, or Requirements

[System Policy 24.01 Risk Management](#)

System Regulation [24.01.01 Risk Management Programs](#)

A&M-San Antonio Procedure 24.01.01.O1.02 *Fire Life and Safety*

Laboratory Safety Program Manual

Chemical Safety Program Manual

Bloodborne Pathogen Exposure Control Plan

Contact Office

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