

## *Texas A&M University-San Antonio*

### **24.01.01.O0.10 Student Safety Training**

Approved: September 4, 2015

Next Scheduled Review: September, 2020

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### **Procedure Statement**

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Ensuring that students enrolled in classes at Texas A&M University-San Antonio (A&M-San Antonio) are equipped with the appropriate knowledge to learn safely is paramount at A&M-San Antonio. It is with this in mind that the following Procedure has been developed to require the delivery and documentation of student safety training.

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### **Official Procedure**

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For students enrolled in classes outside of the lecture setting such as teaching laboratories, clinics, shops and studios, etc. where there are potential hazards requiring students to be trained in the safe use of equipment and/or safe working practices the Office of Safety, Risk and Emergency Management shall develop student safety training specific to the hazard and the environment.

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### **Official Procedure**

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1. Departments shall be responsible for the following:
  - 1.1 Identifying those teaching and/or working environments and duties that require specific safety instruction.
  - 1.2 Setting appropriate pre-requisites for a lecture course with an associated laboratory, clinic, shop or studio.
  - 1.3 Safety training by students will be documented, to include as appropriate:
    - 1.3.1 Student's signature and/or printed name
    - 1.3.2 Student's Identification Number
    - 1.3.3 Course name and number where applicable
    - 1.3.4 Topic(s) covered
    - 1.3.5 Date of training
    - 1.3.6 Instructor's/Supervisor's name

2. Instructors shall be responsible for the following:
  - 2.1 Instructors will develop for Blackboard specific safety training as appropriate to address hazards of work practices, materials to be used in the working or learning environment etc.
3. The Office of Safety, Risk and Emergency Management shall be responsible for the following:
  - 3.1 Assist the departments with identifying those teaching and/or working environments and duties that require specific safety instruction.
  - 3.2 Assist the departments with development of safety training.
  - 3.3 Perform spot audits of student safety training records.
4. Information regarding this procedure will be available from the Office of Safety, Risk and Emergency Management and student orientations where student safety training is required.
5. Students that do not complete the required training within the allotted time frame shall not be allowed to continue with the practical section of the course. The Office of Safety, Risk and Emergency Management will perform spot audits of student safety training records.

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### **Related Statutes, Policies, or Requirements**

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System Policy [24.01 Risk Management](#)

System Regulation [24.01.01 Risk Management Programs](#)

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### **Contact Office**

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Business Affairs, Office of Safety, Risk and Emergency Management (210) 784-1150

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