

UTA ENVIRONMENTAL HEALTH & SAFETY OFFICE

The UTA Environmental Health & Safety Office is responsible for managing safety and health programs for The University of Texas at Arlington and also for working with the other University of Texas System components in development of local safety programs. The overall objective is to maximize the safety and health of employees, students and visitors throughout the U.T. Texas System.

Programs and services provided include the following:

- Monitor safety regulations
- Develop policies and/or protocols concerning safety and health issues
- Disseminate information concerning safety regulations, policies, and protocols
- Submit reports and other required documentation to pertinent State, Local and Federal agencies
- Evaluate facilities to maintain safe work environments
- Inspect/test safety equipment such as fire extinguishers and fume hoods
- Report results of evaluations, tests, etc., along with recommended corrective measures to appropriate personnel for action
- Management of chemical, biohazard and radioactive waste
- Review construction plans for compliance with codes and standards
- Respond to emergencies such as fires or chemical spills
- Measure environmental parameters such as vapors or noise
- Provide safety-related training
- Evaluate injury reports for accident trends and perform investigations as appropriate
- Maintain Material Safety Data Sheets (MSDS) as an information resource on hazardous materials
- Assist with emergency preparedness planning for major disasters and coordinate University plans with the local community
- Assist departments in the development of Emergency Evacuation Plans
- Participate in safety committees and task forces
- Maintain a library of safety audiovisual programs and relevant safety regulations and nationally recognized codes and standards
- Administer and perform tasks related to special programs such as asbestos abatement and air quality.
- Manage the Radiation Safety Program
- Conduct defensive driver training

RESPONSIBILITIES

All University employees and students are responsible and accountable for safety performance and environmental protection.

UTA Administration

The UTA Administration is responsible for the following:

- Providing the facilities and equipment required for a safe work environment
- Reviewing and approving health and safety policies and protocols
- Correcting safety deficiencies by establishing priorities and committing resources, as appropriate
- Establishing methods for disseminating safety information and policies
- Establishing criteria for implementing safety policies and protocols
- Establishing a system for safety accountability
- Prepare documentation for obtaining funding to support Environmental Health and Safety

Supervisors, Department Heads, and Directors

Supervisors, Department Heads, and Directors are responsible for the following:

- Promoting safety and loss prevention
- Controlling or eliminating occupational hazards
- Periodically conducting safety and loss control evaluations
- Ensuring that employees are adequately trained in safety policies and protocols
- Ensuring that employees are provided with appropriate personal protective clothing and equipment for safe job performance

Faculty, Staff, and Students

Faculty, staff, and students are responsible for the following:

- Performing their jobs in the safest prescribed manner
- Eliminating and/or reporting workplace hazards
- Reporting accidents, incidents, and unsafe practices or conditions to supervisors
- Complying with safety and health policies and protocols

UTA Safety Plan

The UTA Safety Plan has been developed as a reference manual. It describes programs, practices, and procedures to be followed to help ensure a safe and healthy environment. It is the intent of the University to comply with all relevant occupational and environmental regulations and nationally recognized codes and standards. Using the manual's protocols will complement responsible efforts to foster safe work habits and to maintain safe work environments.

University personnel are encouraged to submit suggestions to the Environmental Health & Safety Office at any time to improve the University's Safety Program. The University of Texas at Arlington is deeply grateful to Texas A & M University, College Station, whose Environmental Health & Safety Manual was used as a guide in the development of this Plan.

Craig Powell, Director, Environmental Health & Safety

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