



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.01, **TTUHSC El Paso Safety Programs**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to provide guidance and assistance in the implementation of the various TTUHSC El Paso Safety Programs.

REVIEW: This HSCEP OP will be reviewed on January 15 of each odd-numbered year (ONY) by the Senior Director of Safety Services- Physical Plant and the Managing Director of Physical Plant and Support Services, with recommendations for revisions submitted to the Chief Operating Officer by February 1.

POLICY/PROCEDURE:

1. TTUHSC El Paso Health and Safety Policy Statement

TTUHSC El Paso is committed to providing a safe and healthy workplace for faculty, staff, patients, students, volunteers and visitors through compliance with applicable federal, state, and local rules and regulations, together with the safety policies and procedures established by the institution. TTUHSC El Paso is responsible for providing information and implementing programs directed toward the health and safety of faculty, staff, patients, students, volunteers and visitors, and protecting the environment.

Supervisors are accountable for the health and safety of persons who report to them. Supervisors shall ensure that persons directed by them have been trained and made aware of specific hazards involved in their employment activities, and that they understand and comply with prescribed protocols, safety regulations and work practices. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action. Employees have a duty to work in compliance with statutory requirements and established safe work practices and to report unsafe or unhealthy conditions to their supervisors.

Contractors and subcontractors undertaking work for TTUHSC El Paso will, as part of their contracts, comply with all relevant workplace and environmental health and safety statutes and institutional procedures.

Commitment to health and safety by individuals at all levels and functions is an integral part of TTUHSC El Paso's operations.

The Safety Services Department is charged with the responsibility for providing the necessary support in the implementation of federal, state and local required safety programs and training. Individual divisions within Safety Services have the responsibility for managing specific safety programs. Within TTUHSC El Paso, Unit Safety Officers (USO's) are appointed by the Department Heads. The USO is responsible for assisting the Department Head in implementing and managing the department Safety Program. The USO is an integral part of and is essential to the overall TTUHSC El Paso Safety Program. USO duties include accident reporting, emergency procedures, and safety training. In addition, the USO acts as liaison between the department and the Safety Services Office.

Each Department shall be responsible for implementing and maintaining the various safety programs. It shall be the responsibility of the Chief Operating Officer or designee to coordinate

these safety programs with the Senior Director of Safety Services.

The Department of Safety Services is responsible for carrying out the overall safety policies and procedures established by TTUHSC El Paso. The department is structured to accomplish its responsibilities within five divisions.

2. **Safety Programs**

The TTUHSC El Paso Safety Programs Procedures and Policy are delineated in the following publications: TTUHSC El Paso Safety Manual, Radiation Safety Manual, Laser Safety Manual, Laboratory Compliance Manual and TTUHSC El Paso Regulated Waste Disposal Manual. Copies of these manuals may be obtained from the Safety Services Department, or can be found online at the Safety Services web page, Publications link.

TTUHSC El Paso adopts all contents of the TTUHSC El Paso Safety Manual, TTUHSC El Paso Laboratory Safety Manual, TTUHSC El Paso Regulated Waste Disposal Manual, TTUHSC El Paso Radiation Safety Manual and the TTUHSC El Paso Laser Safety Manual as policy. All departments, divisions and campuses shall implement applicable programs and procedures set forth in these TTUHSC El Paso Manuals.

Basic safety practices and emergency procedures are equally applicable to employees, students, and volunteers. Employees, students, and volunteers should complete required safety training within two weeks of employment / matriculating to TTUHSC El Paso.

Each of the respective Divisions of Safety Services is responsible for the development, coordination and implementation of environmental and safety programs / procedures to comply with applicable Local, State and Federal rules and regulations. Safety Services and its respective Divisions are responsible for coordination, collaboration and oversight of HSC Regional Center Safety Offices and environmental / safety compliance.

3. **Radiation / Laser Safety**

The Radiation Safety Division is responsible for the implementation of Texas Department of State Health Services-Radiation Control regulations and the policies established by the TTUHSC El Paso Radiation Safety Committee. The TTUHSC El Paso Radiation Safety Manual sets forth policy and procedures applicable to all TTUHSC El Paso users of radioactive material. A copy of the TTUHSC El Paso Radiation Safety Manual is required to be available in each laboratory using or producing ionizing radiation. The TTUHSC El Paso Laser Safety Manual also sets policy and procedures for all TTUHSC El Paso users of lasers. A copy of the TTUHSC El Paso Laser Safety Manual is required to be available in all clinics or laboratories using registered laser equipment. The Radiation Safety Division is responsible for the coordination of Radiation Safety training.

4. **Occupational Safety & Environmental Protection**

- a. Responsible for the planning, organizing, coordinating, promoting, evaluating, developing and maintaining the TTUHSC El Paso Occupational Safety Program to meet Federal, State and local rules and regulations in providing each employee with a work environment free from recognized hazards causing or likely to cause death or serious physical harm.
- b. Responsible for the design and implementation of methods necessary to ensure safe and environmentally responsible disposal of hazardous wastes in accordance with applicable local, state, and federal regulations and recommended guidelines. This division is responsible for monitoring indoor air quality (IAQ) and ensuring safe and environmentally-responsible air and water effluents. The Division manages the development, implementation and response training of HSC hazardous response activities.

5. **Fire & Life Safety**

The Fire & Life Safety Division is responsible for conducting on-going fire prevention activities, providing emergency response training, overseeing fire safety, and acting as a liaison with outside agencies on matters relating to fire safety and emergency planning. The Fire & Life Safety Division reviews all construction & remodeling projects for compliance with Fire and Life Safety Codes.

6. **Laboratory Safety**

The Laboratory Safety Division is responsible for carrying out the policies established by TTUHSC El Paso and recommendations set forth by the Institutional Biosafety Committee (IBC) and for insuring that the operations and functions of TTUHSC El Paso laboratories comply with local, state, and federal regulations and recommended guidelines. The Laboratory Safety Division regularly inspects laboratories and emergency safety equipment. Laboratory accident / incident / hazards are monitored, analyzed, and evaluated to provide indices of laboratory safety performance and trends.

This division recommends licensing and credentialing of investigators and laboratory personnel to the Institutional Biosafety Committee (IBC) for approval.

This division maintains Institutional Chemical Inventory.

7. **Safety Education & Training**

The Safety Education and Training Division is responsible for the coordination of safety education and training programs prescribed in the HSC Safety Manual, and/or as deemed necessary for all TTUHSC El Paso employees in order to reduce accident exposure and risk and meet regulatory requirements. This division is responsible for the development, implementation, assessment, and record keeping of general safety education, Radiation/Laser, Laboratory, and Fire Emergency Response training of employees, volunteers, and students.

The general safety programs in place for employees, students, and volunteers are outlined below:

New Employees	New Employee Safety Orientation Program (NESOP)
Current Employees	Refresher Training
Students	Safety Training Education Program for Students (STEPS)
Volunteers	Volunteer Safety Orientation Program (VSOP)

Safety Services Department

Radiation Safety	Occupational Safety & Environmental Protection		Laboratory Safety	Fire & Life Safety	Safety Education & Training
Manage Radiation Safety Program	Provide internal consultation on general occupational safety issues	Manage Indoor Air Quality Program	Manage Laboratory Safety Program	Conduct Fire Safety Training & Emergency Response Exercises	Develop Safety Education & Training Programs
Process Radioactive Material Orders	Conduct Accident / Hazard Investigation & Reporting	Manage Chemical & SWFHCRF Waste Disposal Contracts	Investigate Laboratory Accidents	Inspect Fire Suppression & Alarm Systems	Coordinate Unit Safety Officer Program
Conduct Radiation Lab Surveys	Conduct Ergonomics Surveys	Monitor Crematory Operation	Edit & Maintain HSC Laboratory Compliance Manual	Manage Fire Extinguisher & Halon Fire Suppression Sys. Maintenance	Manage Safety Services Web Page and Region Safety Web Pages
Calibrate Radiation Survey Instruments	Manage, Compile & Evaluate Health & Safety Reviews	Manage Pest Control Program	Manage Testing & inspection of Fume Hoods, Safety Showers & Eye Washes	Conduct Fire & Life Safety Code Inspections & Compliance Surveys	Manage Safety Training Videos & Literature Library
Instruct Radiation Safety Short Course	Provide instruction for USO's conducting Health & Safety review	Manage & Track Chemical, SWFHCRF Generation & Disposal	Monitor Biological & Chemical Safety Compliance	Review Construction & Renovation Plans for Fire & Life Safety Code Compliance	Produce HSC Safety Newsletter
Manage Radioactive Material Waste Disposal	Conduct Annual Facility Safety Inspections & Surveys	Perform IAQ & Odor Response	Conduct Laboratory Inspections, Training & Surveys	Coordinate w/ Local and Region Fire Departments	Present NESOP & Special Training Programs
Inspect X-Ray & Lasers	Manage N-95 Respiratory Protection Program & Mask Fit Testing	Facilitate Major & Minor Hazardous Spill Response	Review Chemical Hygiene Plans, Exposure Control and Hazard Communication Plans	Develop, Coordinate and Maintain Fire Response Plans	Edit & Maintain HSC Safety Manual & Safety Handbook
Edit & Maintain HSC Radiation & Laser Safety Manuals	Provide Safety Data Analysis Reporting and Record Keeping	Monitor Environmental Sanitation	Review Research Protocols	Prepare & Implement ILSM as needed	Present Special Training Programs
Manage Personnel Dosimetry Program	Monitor Regulatory Updates on Occupational Safety	Edit & Maintain HSC Waste Manual	Review Laboratory Safety Course Content.	Assist & Coordinate activities with SFMO	Maintain Central Database for Employee and Student Safety Training
Conduct Radiation & Laser Incident Investigation		Support Special Event Program	Process Chemical and Biohazardous Material Orders		
Review Applications and Amendments for Radioactive Material Sublicenses Act as Liaison between TDSHS – Radiation Control & TTUHSC			Assist RO in Complying with Select Agent Regulations Maintain Institutional Chemical Inventory Facilitate Laboratory Reagent Ethanol Distribution Program		