

**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 safety policy designed to promote, create and maintain a safe and secure university environment.

2. POLICY

- 2.1. The System will provide employees and students with a safe university environment.
- 2.2. The System will comply with applicable safety, health and environmental regulations.
- 2.3. Component university or city police departments will work together with their component university's safety office to promote a safe and secure university environment.
- 2.4. Employees will strive to be aware of the potential hazards in their work areas.
- 2.5. Students will strive to be aware of the potential hazards in their classrooms, laboratories and residential environments.
- 2.6. No employment objective or research objective is so important that it will be pursued at the expense of safety.
- 2.7. Each employee and student has the responsibility to prevent accidents and injuries by observing established operating rules.
- 2.8. Employees will follow the directions of their supervisors and practice the principles taught in safety training.
- 2.9. 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. Contractors performing work on System property will be required to comply with health and safety rules established by the component university's safety office and applicable regulations.
- 2.11. The safety officer at each component university will identify potential and actual dangers and will work with the appropriate University departments to minimize them.

3. PROCEDURES

- 3.1. The safety officer at each component university will maintain an occupational and physical safety plan.
- 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 each 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 and the component university or city police department will coordinate during emergencies the provision of services with local fire departments and emergency teams.
- 3.6. The safety officer at each component university will identify and make appropriate efforts to correct unsafe conditions which exist.
- 3.7. Appropriate training will be provided by the component university's safety officer to each employee and given to each new employee during orientation.
- 3.8. 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

- 3.9. The safety officer at each component university will prepare reports regarding safety matters to be presented to the component university’s chief financial officer.
- 3.10. The safety officer at each component university will maintain reports of accidents and injuries, and will present copies of yearly reports to the component university’s chief financial officer.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every three years on or before March 1

5. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: February 23, 2017

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	03/09/1994	Initial version
2	01/14/2003	Applied revised SAM template. Added Section 2.2 on complying with applicable safety, health, and environmental regulations. Provided minor redlines to text. Changed the responsible party to the AVC of Administration. Changed the review period from annually on or before May 1 st to every three years on or before May 1 st
3	11/04/2005	SAM number changed to 01.F.02 with title of “Fire and Physical Safety.” Removed details from Section 3.8 on safety training. Removed Section 3.10. Changed responsible party from Associate Vice Chancellor for Administration to Vice Chancellor for Administration and Finance

Revision Number	Approval Date	Description of Changes
4	06/09/2009	SAM number changed back to 01.C.07 with title of “Safety Administration.” Applied revised SAM template. Added Section 3.8.c, Biological Safety, to the safety training program. Changed the responsible party to AVC for Plant Operations. Removed Section 6, Indexing Terms. Changed review period from every three years on or before May 1 st to every three years on or before March 1 st
5	05/29/2012	Applied revised SAM template and added new Revision Log. Removed UH-Victoria from Section 2.3. Added appropriate training to Section 3.7. Added “Active Shooter” and “Severe Weather” to Section 3.8. Changed responsible party to AVC for Finance
6	02/23/2017	Updated titles as appropriate. No additional redlines were made by the Subject Matter Experts (SMEs)