

# Employee Safety Responsibility

## 1. GENERAL

The Texas A&M University System is committed to providing its employees a safe environment in which to work. Safety is the business and responsibility of every employee and can be better achieved through proper engineering, education, training, use of protective equipment, and compliance with safety rules, standards and laws. Each employee is responsible for understanding and practicing appropriate safety procedures.

## 2. REQUIREMENTS

Each component should develop and implement rules and procedures to educate employees about their responsibilities for safety. Employee responsibilities should include, at a minimum, the following:

1. Comply with applicable environmental, health and safety rules, procedures, laws and accepted safe work practices
2. Observe environmental health and safety signs, posters, warning signals, and written directions
3. Be familiar with the crisis management plan, the emergency assembly area and emergency coordinators for their building, and participate in emergency drills
4. Learn about potential hazards associated with the work and work area; know where information on these hazards is kept for review; and use this information when needed
5. Follow safe standard operating procedures and specific guidance, such as Material Safety Data Sheets (MSDS) or chemical label instructions, if the work involves hazardous materials
6. Use engineering controls (e.g., fume hoods) and personal protective equipment appropriate to the work
7. Stop work if there is a reasonable belief that continuation of the work might create a potential hazard to health or safety, and immediately notify a supervisor in the chain of authority over the work
8. Report all unsafe acts, unsafe conditions, illnesses, and injuries to the appropriate person or office
9. Warn co-workers about unsafe conditions, defective equipment, and other hazards
10. Participate in health and safety training applicable to the work situation
11. Participate in monitoring programs and inspections as applicable to the work situation
12. Not perform any task the employee is not qualified or trained to perform in a safe manner

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Contact for Interpretation  
History

Office of Risk Management and Safety  
New standard

Recommendation

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Chair, Risk Management and Safety Council

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Date

Legal Sufficiency

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General Counsel

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Date

Approval

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Director of Office of Risk Management and Safety

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Date