

# **Texas A&M International University**

## **Employee Safety Responsibility**

Texas A&M International University is committed to providing to all 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.

Employee responsibilities 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 TAMIU Crisis Management Program, the emergency assembly for your area, 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 guidelines, 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 for 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 situations.
12. Do not perform any task not qualified or trained to perform in a safe manner.