

**ADMINISTRATIVE PROCEDURES**

|  |  |
| --- | --- |
| **60.06 Environmental Health and Safety Program**  | **Revised: February 16, 2024** |

1. GOVERNING REGULATIONS

The Environmental Health and Safety (EHS) program for Texas A&M Forest Service is governed by System Policy [24.01](http://policies.tamus.edu/24-01.pdf) *Risk Management*, System Policy [34.01](http://policies.tamus.edu/34-01.pdf) *Environment, Safety and Security*, System Regulation [34.01.01](http://policies.tamus.edu/34-01-01.pdf) *Health and Safety Programs* and Administrative Procedure [60.02](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/6002%20Safety%20Council.docx) *Safety Council*.

2. PURPOSE

 This procedure establishes the structure and responsibilities of the EHS program. The EHS program does not extend to emergency response functions where the State Fire Operations Plan governs tasks or responsibilities performed during a covered incident or activity.

3. EHS PROGRAM RESPONSIBILITIES

3.1 The Executive Team provides strategic direction in reducing risk and increasing capacity for a safe workplace.

3.2 Department heads are responsible for ensuring that risks in their respective departments are mitigated to the extent possible and ensuring that residual risk is managed and communicated to department personnel.

3.3 The agency Safety Council assists with developing and maintaining a comprehensive and energetic program in risk management, employee safety and environmental stewardship.

3.4 The EHS Officer’s responsibilities include: monitoring and processing the agency’s accident and injury reports, advising and informing the safety council , ensuring compliance with applicable federal, state and System regulations, coordinating or monitoring the completion of actions to address safety deficiencies, maintaining agency safety manuals, administering required safety training for employees, conducting annual safety inspections of agency owned offices, conducting safety inspections of agency owned and leased facilities during management reviews, researching workplace safety practices, responding to employee or supervisor safety concerns, and providing quarterly safety briefings to senior leadership.

4. EHS GUIDELINES

 EHS guidelines are developed to assist personnel in utilizing safe business practices in accordance with governing regulations. The guidelines are maintained in safety manuals available to all employees on the [Safety](http://tfsweb.tamu.edu/staffresources/safety/) web page.

5. VISITOR SAFETY

 Employees and supervisors are responsible for the safety and health of their visitors and should accompany them when entering hazardous sites. In locations open to the general public, such as state forests, a site where hazards may exist is managed by signs or controlled access to ensure visitors safety.

CONTACT: Environmental Health and Safety Officer, (979) 458-6697