1. **GOVERNING REGULATIONS**

   The Environmental Health and Safety (EHS) program for Texas A&M Forest Service (TFS) is governed by System Policy 24.01 Risk Management, System Regulation 24.01.01 Risk Management Programs and Administrative Procedure 60.02 Safety and Environmental Advisory 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 TFS State Fire Operations Plan governs tasks or responsibilities performed during a covered incident or activity.

3. **EHS PROGRAM RESPONSIBILITIES**

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

   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.

   The Safety and Environmental Advisory Council (SEAC) assists with developing and maintaining a comprehensive and energetic program in risk management, employee safety and environmental stewardship.

   The EHS Officer is responsible for monitoring the agency’s accident and injury/illness statistics, advising and informing the SEAC, ensuring compliance with applicable federal, state and System regulations, administering Resource Allocation Program funds allocated to TFS for safety enhancements, maintaining agency safety manuals, administering safety training for TFS employees, conducting regular inspections of TFS offices, researching workplace safety practices and responding to employee or supervisor safety concerns.

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 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.

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