

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.5	Environmental Health and Safety Office	Revised:	September 2005
<b>Policy 8.5.4</b>	<b>Physical Safety</b>	Responsibility:	Vice President for Research

## PHYSICAL SAFETY

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### **Responsibilities**

The Physical Safety Division of the Environmental Health and Safety Office is responsible for:

- Providing technical assistance to supervisors and workers concerning physical agents in the workplace;
- Providing general and specialized physical safety training upon request;
- Conducting exposure assessments and workplace audits upon request and on a routine basis;
- Making routine, as well as special health and risk assessments to support the Physical Safety Committee;
- Providing technical assistance concerning personal protective equipment;
- Reviewing and analyzing the Health Science Center injury occurrences for the purpose of preventing future incidents; and,
- Remaining current on rules and regulations concerning physical agents.

### **Faculty and Staff Responsibilities**

The faculty and staff in charge of supervising laboratories of work areas have the following responsibilities for implementing a model physical safety program:

- Inform and train employees concerning physical agents in the workplace as required by the *Physical Safety Handbook*;
- Retain all training records and all documentation;
- Implement and enforce rules and standards concerning health and safety for laboratories under the supervisor's jurisdiction;

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- Ensure compliance of workers with the *Physical Safety Handbook*;
  - Ensure the availability and enforce the use of: appropriate personal protective equipment, safety interlocks, ventilation equipment, and relevant operating and maintenance materials;
  - Remain cognizant of physical agents in the workplace and their associated hazards;
  - Actively participating in physical safety emergency preparedness drills;
  - Conduct internal inspections of the workplace for health and safety concerns; and,
  - Request assistance from the Environmental Health and Safety Office when safety requirements are not fully understood.

**Employee and Student Responsibilities**

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Employees and students have the following responsibilities for implementing a model physical safety program:

- Following all health and safety standards and rules;
- Reporting all hazardous conditions to the supervisor or advisor;
- Wearing or using appropriate protective equipment;
- Reporting any job-related injuries or illnesses to the supervisor or advisor and seeking treatment immediately;
- Refraining from the operation of any equipment or instrumentation without proper instruction and authorization;
- Asking questions to the supervisor or advisor if the safe use of equipment or operating procedures are unclear;

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- Remaining aware of the workplace physical agents; and,
  - Requesting information and training when unsure how to handle a hazardous physical agent.
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**Policies and Procedures**

The *Physical Safety Handbook* is the Health Science Center's policies regarding Physical Safety. The *Handbook* is located at <http://research.uthscsa.edu/safety/physicalmanual.shtml>.

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