Policy Statement.

The organization shall maintain programs related to occupational health and safety that comply with the document *Risk Management for Texas State Agencies*, as promulgated by the Texas State Office of Risk Management. The *UNT Health Science Center Safety Manual* is a collection of detailed policies and procedures that help the organization maintain compliance with occupational health and safety standards. This manual interprets federal and state law, and refers to national standards and regulations that govern the organization’s occupational health and safety programs. This manual does not include policies or procedures on policing, criminal investigations and the like. This document does make reference to other health science center policies and procedure manuals, which provide more detailed information in specialized areas of safety, most notably the *UNT Health Science Center Radiation Safety Manual* and the *UNT Health Science Center Biosafety Manual*.

Application of Policy.

This policy applies to all individuals who are present on agency owned or leased land, and to all individuals who enter agency owned and leased buildings and vehicles.

Definitions.

1. **UNT Health Science Center Biosafety Manual.** “UNT Health Science Center Biosafety Manual” means the specific collection of policies, procedures and guidelines contained in the document of this title, which are approved by the Institutional Biosafety Committee and which govern the acquisition, use, transfer and disposal of biological materials, organisms and recombinant molecules in research laboratory settings.

2. **UNT Health Science Center Radiation Safety Manual.** “Radiation Safety Manual” means the document containing the policies and procedures specifically applicable to the acquisition, use, transfer and disposal of radioactive materials. This document is part of the specific radioactive materials license L02518 conditions issued to the health science center by the Texas Department of State Health Services and it also applies to X-ray devices on Registration R06946.

3. **UNT Health Science Center Safety Manual.** “UNT Health Science Center Safety Manual” means the document containing the detailed institutional policies, procedures, guidelines and guidance related to occupational safety, which this policy establishes.

Procedures and Responsibilities.

Maintaining an acceptable level of safety is a shared responsibility of all who enter upon agency owned or leased land, and use agency owned and leased buildings, clinics and vehicles.
1. Who maintains the document known as the *UNT Health Science Center Safety Manual* and makes it available in a suitable electronic format, such as Acrobat on an intranet web site?  
   Safety Officer

2. Who provides primary input regarding needed changes and additions to the *UNT Health Science Center Safety Manual* to address institutional safety concerns?  
   Safety Officer and Institutional Safety Committee

3. Who reviews proposed substantive changes to the *UNT Health Science Center Safety Manual* and provides input before changes are finalized?  
   Deans of each school and Vice President for Operations

4. Who approves changes to the *UNT Health Science Center Safety Manual*?  
   The Safety Officer and the Institutional Safety Committee must agree on changes with input from those listed in (3) above as necessary; Vice President for Operations

5. Who becomes familiar with the laws, standards and guidelines that affect individual safety and operations?  
   All to whom this policy applies

6. Who provides training opportunities to foster understanding and compliance?  
   Safety Officer and Safety Office staff and supervisors in other departments

7. Who is responsible for compliance with state and federal laws, regulations and guidelines contained in this manual?  
   All to whom this policy applies

8. Who in the organization monitors compliance with this policy?  
   Safety Officer; the extra duty safety coordinators in each department, office, and clinic

References and Cross-references.

Faculty Bylaws establishing the Institutional Biosafety Committee  
[http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/index.cfm?pageName=Bylaws](http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/index.cfm?pageName=Bylaws)

Faculty Bylaws establishing the Institutional Safety Committee  
[http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/index.cfm?pageName=Bylaws](http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/index.cfm?pageName=Bylaws)

Faculty Bylaws establishing the Institutional Radiation Safety Committee  
[http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/index.cfm?pageName=Bylaws](http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/index.cfm?pageName=Bylaws)
Infection Control Policies of Quality & Risk Management

http://intranet/policies/quality_risk/qa.htm

NFPA Life Safety Code, as adopted by the Texas State Fire Marshal, Texas Department of Insurance as shown in Texas Administrative Code Title 28, Part 1, Chapter 34, subpart C rule §34.303
http://tinyurl.com/4lcykf

Risk Management for Texas State Agencies as revised by the Texas State Office of Risk Management as authorized by The Texas Workers' Compensation Act, Texas Labor Code, Section 412.011(b)(3)
http://tinyurl.com/4mckz9

Student/Employee Health Policies & Procedures: Bacterial Meningitis, Varicella Zoster Control Plan and Bloodborne Pathogen Exposure Management and TB Control Plan
http://www.hsc.unt.edu/education/studenthealth/policies.htm

UNT Health Science Center Biosafety Manual


04.400 UNTHSC Institutional Biosafety Policy

04.432 UNTHSC Ionizing Radiation Policy

UNT Health Science Center Radiation Safety Manual

http://safety.hsc.unt.edu/office/rad/radmanual/radmanual.html

UNT Health Science Center Safety Manual

http://safety.hsc.unt.edu/office/policy/safetymanual/safetymanual.html

Forms and Tools.

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Revised: