I. Title: Physical Safety

II. Responsibilities

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

1. Providing technical assistance to supervisors and workers concerning physical agents in the workplace;

2. Providing general and specialized physical safety training upon request;

3. Conducting exposure assessments and workplace audits upon request and on a routine basis;

4. Making routine, as well as special health and risk assessments to support the Physical Safety Committee;

5. Providing technical assistance concerning personal protective equipment;

6. Reviewing and analyzing UT Health San Antonio injury occurrences for the purpose of preventing future incidents; and,

7. Remaining current on rules and regulations concerning physical agents.

III. Faculty and Staff Responsibilities

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

1. Inform and train employees concerning physical agents in the workplace as required by the Physical Safety Handbook;

2. Retain all training records and all documentation;

3. Implement and enforce rules and standards concerning health and safety for laboratories under the supervisor’s jurisdiction;

4. Ensure compliance of workers with the Physical Safety Handbook;
5. Ensure the availability and enforce the use of: appropriate personal protective equipment, safety interlocks, ventilation equipment, and relevant operating and maintenance materials;

6. Remain cognizant of physical agents in the workplace and their associated hazards;

7. Actively participating in physical safety emergency preparedness drills;

8. Conduct internal inspections of the workplace for health and safety concerns; and,

9. Request assistance from the Environmental Health and Safety Office when safety requirements are not fully understood.

IV. Employee and Student Responsibilities

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

1. Following all health and safety standards and rules;

2. Reporting all hazardous conditions to the supervisor or advisor;

3. Wearing or using appropriate protective equipment;

4. Reporting any job-related injuries or illnesses to the supervisor or advisor and seeking treatment immediately;

5. Refraining from the operation of any equipment or instrumentation without proper instruction and authorization;

6. Asking questions to the supervisor or advisor if the safe use of equipment or operating procedures are unclear;

7. Remaining aware of the workplace physical agents; and,

8. Requesting information and training when unsure how to handle a hazardous physical agent.

V. Policies and Procedures