

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.F.02

AREA: Public Safety

SUBJECT: Fire and Physical Safety

1. PURPOSE

This document establishes a safety policy designed to promote, create and maintain a safe and secure university environment.

2. POLICY

- 2.1. The System will provide employees and students with a safe university environment.
- 2.2. The System will comply with applicable safety regulations.
- 2.3. Each component university will work together with their safety office to promote a safe and secure university environment.
- 2.4. Employees will strive to be aware of the potential hazards in their work areas.
- 2.5. Students will strive to be aware of the potential hazards in their classrooms, laboratories and residential environments.
- 2.6. No employment objective or research objective is so important that it will be pursued at the expense of safety.
- 2.7. Each employee and student has the responsibility to prevent accidents and injuries by observing established operating rules.
- 2.8. Employees will follow the directions of their supervisors and practice the principles taught in safety training.
- 2.9. Students who participate in laboratory activities will use appropriate required personal protective equipment and safety instruments and/or tools (e.g., eye protection).
- 2.10. Contractors performing work on System property will be required to comply with safety rules established by the component university's safety office and applicable regulations.

- 2.11. The safety officer at each component university will identify potential and actual dangers and will work with the appropriate university departments to minimize them.

3. PROCEDURES

- 3.1. The safety officer at each component university will maintain an occupational and physical safety plan.
- 3.2. The department hiring the contractors will ensure that contractors working on campus comply with System safety rules.
- 3.3. The safety officer at each component university will work with the administration to develop in-house safety programs.
- 3.4. The safety officer at each component university will monitor federal and state rules and regulations to evaluate their effect on the component university from a safety perspective.
- 3.5. The safety officer will coordinate during emergencies the provision of services with local fire departments and emergency teams.
- 3.6. The safety officer at each component university will identify and make appropriate efforts to correct unsafe conditions which exist.
- 3.7. A safety brochure will be provided by the component university's safety officer to each employee and given to each new employee during orientation.
- 3.8. Fire and Physical Safety training will be a functional part of the safety program.
- 3.9. The safety officer at each component university will prepare reports regarding safety matters to be presented to the component university's Chief Financial Officer.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Vice Chancellor for Administration and Finance

Review: Every three years on or before May 1

5. APPROVAL

Approved: John Rudley
Vice Chancellor for Administration and Finance

Jay Gogue
Chancellor

Effective Date: November 30, 2005

6. INDEXING TERMS

Fire and Physical Safety
Safety