

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Safety Process Policy

UH-Downtown/PS 01.D.01
Issue No. 2
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Page 1 of 1

1. PURPOSE

This PS emphasizes the University of Houston - Downtown (UHD) commitment to the prevention of accidents and injuries within the university community; to inform students, faculty and staff of their responsibility for safety and accident prevention; and to establish a mechanism for the development and review of UHD's safety process.

2. POLICY/PROCEDURES

2.1 The Safety Process at UHD is organized around a 3-tier plan.

2.1.1 Tier 1 is the Director of Safety and the Safety Inspector, as assigned by the Vice President for Administration. Tier 2 is the Safety Committee, as assigned by the President. Tier 3 is the Vice President for Administration and the President.

2.2 The responsibilities of each tier are outlined below.

2.2.1 The Director of Safety and the Safety Inspector are responsible for emergency operations; evacuation process; safety enforcement; safety training coordination; site safety inspection and evaluation; safety process record keeping; fire safety; coordination and involvement of managers, directors and deans in the safety process; unit-based planning and budget development of the safety process; and University compliance coordination.

2.2.2 The Safety Committee is responsible for promoting and maintaining the University community's interest in safety through participation, education and training; group/committee support for safety projects and campaigns; individual member assistance in the safety process objectives.

2.2.3 The Vice President for Administration and President are responsible for executive support of the safety process through the following means: inclusion of the safety process in executive decision-making; financial support for the safety process; support for internal enforcement of the safety process standards as determined by the Safety Committee, the Director of Safety, and the Safety Inspector.

2.3 The general rules of implementation are as follows:

2.3.1 The Vice President for Administration will appoint the Chief of Police as the Director of Safety. The President will appoint the members of the Safety Committee by September 1 of each academic year, to two year staggered terms, such that only half of the committee members are reappointed each year. The Safety Committee will be composed of one permanent member from each of the following areas: Student Health Services, Counseling and Career Services, Disabled Student Services, Human Resources, Physical Plant, Police Department, and each of the colleges. Additionally, a student from the Student Government Association and a student from the Disabled Student Services will serve as members of the Committee.

2.3.2 The Safety Committee will meet monthly as a group and individually, when necessary, with the Director of Safety and the Safety Inspector when working on inspections or safety campaigns.

2.3.3 The Director of Safety and the Safety Inspector will submit meeting minutes and quarterly reports to the Vice President for Administration and President and an annual report before the end of each calendar year.

2.3.4 The Director of Safety and the Safety Inspector will develop a safety library for the University community. The safety library will include literature, training materials and resource information. Major resource information will include the following titles: Life Safety Code, Employees' Safety and Health Program for Texas State Agencies, Texas Safety Association and National Safety Council Literature.

2.3.5 Safety enforcement will be administered by the Director of Safety and the Safety Inspector through the Vice President for Administration. Recommendations for safety enforcement actions may be initiated by any Safety Committee members, the Director of Safety, the Safety Inspector, and the Vice President for Administration or the President.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration
Review: Biennial

President

Policy History
Issue #1: 03/23/94