

# TRINITY UNIVERSITY

## OFFICE OF HUMAN RESOURCES

### NEW EMPLOYEE SAFETY INFORMATION

EMPLOYEE NAME \_\_\_\_\_ POSITION \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ HIRE DATE \_\_\_\_\_

1. University Safety Policy:

Copy of University Policy Statement

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Copy of Personnel Handbook Standard  
Section 9.9

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2. Copy of "Notice to Employees"

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3. Workers' Compensation insurance information

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I have received the documents indicated above and they have been briefly explained to me. I agree to read over these documents as a part of my new employee safety orientation.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TRINITY UNIVERSITY**  
**SAFETY PROGRAM POLICY STATEMENT**

Trinity University views the safety and welfare of employees, students, and visitors as integral to carrying out the educational missions of the institution. The University will comply with federal, state, and local safety regulations and will develop documented comprehensive plans, regulations, procedures, and programs to ensure the continuing safety of the University community.

Administrative and supervisory personnel shall be responsible for the incorporation of safety principles and procedures in their new employee orientation program and in their daily operating function.

Each member of the faculty, staff, and student body is responsible for carrying out the safety program to insure the prevention of accidents and injuries.

# TRINITY UNIVERSITY

## PERSONNEL HANDBOOK STANDARD

### SECTION 9.9

#### I. General

Trinity University's rules concerning every day employee conduct and job performance are simple, common sense guidelines that are necessary to ensure that all staff employees can work in an orderly, efficient, economical manner, free from disturbances which hinder job training, job production, and job enjoyment. It is the full responsibility of each employee to know what University and departmental rules and regulations exist and to observe them at all times.

#### II. Classification of Rules

Rules are grouped so that corrective action can be consistently administered. The grouping of rules is intended as a guideline to good judgment and fair treatment. Rules are not restricted to those listed here as some rules are covered by specific departmental regulations which will be discussed by the supervisor. It is necessary for employees to know and understand what these other rules may be as well as the general conduct and job performance rules listed here.

##### A. Group I

The following University rules must be adhered to by all staff employees. An employee violating any one of these rules may be subject to immediate discharge.

1. Intimidating or intentionally imposing on the rights and privileges of other employees.
2. Use or possession of an illegal or controlled drug or intoxicant (See University Drug Free Policy for further information).
3. Changing or otherwise falsifying or forging any University records, permits, time cards or time sheets, licenses, certifications, passes, badges, or the approving signature thereon.
4. Indulging in grossly offensive, obscene, or immoral conduct.
5. Deliberately restricting production output and/or University operations and/or concealing defective work.
6. Conviction of a criminal offense committed outside the University.
7. Indictment for a major criminal offense where the University's investigation indicates reasonable belief the indictment is based upon fact.
8. Stealing or misappropriation of Trinity University property.

9. Intentionally defacing or damaging University property or the property belonging to other employees.
10. Any other acts not listed in 1 through 9 but considered by the University as constituting major misconduct, insubordination, gross negligence, or gross disregard of any obligation to the University as an employee, will be cause for discharge on the first offense.

## **B. Group II**

Employees violating any of the rules in Group II except where circumstances are extremely aggravated will be given formal written warning which will show that any repetition of the violation or further violation of the University rules generally could result in discharge. These written warnings will be posted to the employee's personnel file.

1. Fighting on University property or creating disturbances which adversely effect morale, production, studies, or discipline.
2. Sleeping while on duty.
3. Continually or intentionally disregarding any appropriate departmental or University rule.
4. Reporting to work under the influence of intoxicants, narcotics, or drugs which could have an adverse effect on the safety of other employees (See University Drug Policy for additional information).
5. Refusing to obey reasonable and necessary orders or job assignments and/or use of abusive or threatening language.
6. Indulging in horseplay or malicious mischief in any form.
7. Disregarding any University security or fire regulations.
8. Leaving University premises prior to the end of any normal work period without prior notice or approval.
9. Failing to return to work at the end of any authorized leave period unless the supervisor has been advised of the reason for the delay.
10. Having continued absences or tardiness from scheduled work for which the reasons for absence or tardiness are not considered valid.

## **C. Group III**

Individual employees violating any one of the rules listed in Group III will be, except where circumstances are extremely aggravated, in this order and as repeated violations occur:

- (a). Given an oral reprimand on the first offense.
- (b). Given a written formal warning on the second offense.

(c). Given a last formal warning showing that employee was advised that future offenses could result in discharge.

(d). Subject to discharge.

1. Failing to immediately report to supervisors all personal injuries or illnesses occurring at work.
2. Continual disregard of normal safe work practices.
3. Contributing to poor housekeeping or unsanitary practices.
4. Distracting or annoying other employees while they are performing their assigned duties.
5. Damaging University property and equipment through improper use or lack of care.
6. Abusing sick leave privileges.
7. Failing to notify the supervisor each day of any absences from schedule work.

## NOTICE TO EMPLOYEES

The Texas Hazard Communication Act of 1985, Texas Civil Statutes, Article 5182b, requires certain employers to provide employees, local fire departments, the Texas Department of Health, and other interested persons with specific information on the hazards of chemicals in use. As required by law your employer must provide you with certain information and training starting January 1, 1986. A brief summary of the law follows:

1. Employers must develop a list of hazardous chemicals used or stored in the workplace each in excess of 55 gallons or 500 pounds. Smaller quantities may be reported. This list shall be updated by the employer as necessary but at least annually. The list must be sent to the Texas Department of Health at least annually to be made available to the general public on request.
2. Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the workplace chemical list and to the most current material safety data sheets which detail physical and health hazards and other pertinent information. The list must state which chemicals are present in each work area.
3. Employees shall receive training by the employer on the hazards of the chemicals and on measures they can take to protect themselves from those hazards, and shall be provided with appropriate personal protective equipment. This training shall be provided at least annually and must be reported by the non-manufacturing employer to the Texas Department of Health within 30 days of completion.
4. Employees shall not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use, the contents of which are known to the user.
5. Employers must provide the names and telephone numbers of knowledgeable company representatives to the local fire department as well as other information if the fire department requests it.
6. The following chemicals are exempted from coverage by this act: articles that do not normally release hazardous chemicals, food, cosmetics, pesticides for use (but not pesticide formulation), hazardous waste, and some other materials. Most of these are covered by other acts. Manufacturers are exempt from some provisions of the state law since they are covered under similar rules adopted by the Federal Occupational Safety and Health Administration (OSHA).
7. Employees may file complaints with the Texas Department of Health and may not be discharged or discriminated against in any manner for the exercise of any rights provided by this act. Employees and citizens may make written requests to the Texas Department of Health to require listing of small quantities of certain highly hazardous chemicals.

**EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$500 TO \$25,000 FOR VIOLATIONS OF THIS ACT.**

Further information may be obtained from:

Occupational Health Program  
Texas Department of Health  
1100 West 49<sup>th</sup> Street  
Austin, Texas 78756  
Telephone (512) 458-7410

**WORKERS' COMPENSATION INFORMATION**

Trinity University has workers' compensation insurance coverage to protect you. You must report any injury, no matter how minor, to your supervisor immediately. You can get more information about your workers' compensation rights from the Human Resources Office, any office of the Texas Workers' Compensation Commission or by calling 1-800-252-7031.

You may elect to retain your common law right of action if, no later than five days after beginning employment, you notify Trinity University in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

Trinity University esta cubierto por aseguranza de compensacion al trabajador para su proteccion. Usted puede obtener informacion adicional sobre sus derechos de compensacion al trabajador de cualquier oficina de la Comision de Compensacion de Trabajadores de Tejas, o puede llamar al 1-800-252-7031.

Usted puede elegir retener su derecho a acciones bajo la ley comun, si, no mas tarde de cinco dias despues de comenzar empleo, usted notifica a Trinity University por escrito que usted desea retener su derecho bajo la ley comun para recobrar danos por lesiones personales. Si usted elige su derecho de accion por la ley comun, usted no puede obtener ingreso de compensacion al trabajador a beneficios medicos si es usted lesionado/a.