

- 2.1 TAMUK Enterprise Risk Management (ERM) is responsible for the following:
- a. Negotiating and maintaining contracts with local Occupational Health Providers for Occupational Health Program services.

- 2.3 Principle Investigators/Supervisors shall be responsible for implementing procedures in accordance with this program to include:
- a. Ensuring all eligible persons working in their area are enrolled and are in compliance with the OHP.
 - b. The disclosure of all chemical, biological, and physical hazards associated with working in their area to ensure proper risk assessment.
 - c. Assisting those working in their area in completing the OHP Risk Assessment form.
 - d. Notifying ERM by updating the associated risk assessment and notifying HR by updating the position description when job duties change.
 - e. Developing SOPs to help mitigate risk associated with the hazards in their area.
 - f. Ensuring those working in their area are trained in the hazards and proper safety procedures specific to the work environment.
 - g. Maintaining documentation of hazard specific training.
 - h. Ensuring corrective actions are taken to address safety issues including safety inspections.
 - i. Reporting all work related injuries or illnesses to the HR and Enterprise Risk Management Office within 24 hours of being notified of the incident. The appropriate form can be found at:
<http://www.tamuk.edu/finance/risk/Safety/Incident1.html>
- 2.4 Enrollees in the Occupational Health Program shall be responsible for:
- a. Accurately completing and submitting required OHP forms.
 - b. Attending and completing all required training.
 - c. Following all Standard Operating Procedures and safety recommendations.
 - d. Using proper PPE.
 - e. Notifying the Occupational Health Provider of any changes in personal health that may be impacted by their work environment.
 - f. Following the recommendations of the Occupational Health Provider.
 - g. Scheduling and attending appointments with the Occupational Health Provider.
 - h. Reporting any work related injuries or illnesses to their supervisor within 24 hours of the incident.
- 2.5 The Occupational Health Provider shall be responsible for providing services to include:
- a. Review of risk assessment and medical history forms to determine what services are required.
 - b. Contacting enrollees to schedule appointments when applicable.
 - c. Performing physical examinations.

- d. Administering any recommended immunizations, test, etc.
- e. Providing initial post exposure consultation, treatment, and follow-up on occupational injuries and illnesses
- f. Perform respirator fit testing.

Related Statutes, Policies, Rules or Requirements

[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

[Code of Federal Regulations, Title 10, Part 20](#)

[Code of Federal Regulations, Title 29, Part 1910](#)

[Public Health Service Policy on Humane Care and Use of Laboratory Animals](#)

[Guide for the Care and Use of Laboratory Animals](#)

[Occupational Health and Safety in the Care and Use of Research Animals](#)

[Biosafety in Microbiological and Biomedical Laboratories](#)

[Guidelines for Protecting the Safety and Health of Health Care Workers](#)

Definitions

Refer to above references for any applicable definitions.

Contact Office

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