Environmental Health and Safety (EHS) at WTAMU is composed of three distinct but integrated environmental safety departments that report to the Vice President of Research and Compliance. Academic and Research Environmental Health and Safety (AR-EHS) is responsible for research and academic related compliance, which includes laboratory and academic research and the associated compliance committees. Fire and Life Safety (FLS-EHS) is responsible for fire related compliance and conducts fire and life safety inspections of campus buildings and assists with the testing all fire detection and suppression systems. General Safety (GS-EHS) promotes safe work and health practices, to all faculty, staff, students, and visitors. Examples of General Health and Safety components include: office safety, proper lifting technique, trip and fall prevention.

Supplements TAMUS Regulation 24.01.01

Contents
1. Purpose ...................................................................................................................................................................... 1
2. Scope .......................................................................................................................................................................... 1
3. Procedures .................................................................................................................................................................. 1
4. Non-Compliance. ....................................................................................................................................................... 2
5. Records Retention. ..................................................................................................................................................... 2
6. Training ...................................................................................................................................................................... 3
7. Calendar. .................................................................................................................................................................... 3

1. Purpose
The purpose of Fire and Life building inspection procedure is to enhance safe work practices within the WTAMU community with the goal of providing a safe work environment for users of WTAMU to ensure compliance with state and federal safety regulations.

2. Scope
This procedure applies to any WTAMU facility (or building) capable of being occupied.

3. Procedures
The EHS Building Inspection process includes the following components:

- **Formal Inspections (once per year)**. EHS inspectors will carry university identification associating them with the university and with Environmental Health and Safety (EHS). EHS inspectors may photograph areas of concern. Furthermore, EHS inspectors may interact with
WTAMU personnel to discover any additional questions or support needed to improve fire and life safety.

- **Follow-up Inspections** Fire and Life safety inspection reports will be shared with the responsible WTAMU employee(s) as well as the respective direct report and/or dean to ensure that all responsible parties are aware of the safety issues or commendations identified. EHS will schedule follow-up inspections based on compliance and safety needs identified in the inspection process.

- **Referral Inspections (As needed)**. When significant non-compliance, unsafe, or unhealthy conditions are reported, or incidents occurring in an occupied building are reported, inspections will be conducted by EHS.

- **Fire Alarm Inspections (once per year)** Fire and Life Safety fire alarm test and recertification is conducted on an annual basis. FLS-EHS schedules with a 3rd party contractor to test and recertify all applicable buildings. The report will be located in IndustrySafe and on the local G drive.

- **Fire Hydrant tested (once per year)** Fire hydrants are tested on an annual basis by FLS-EHS staff. The results are recorded in IndustrySafe, G drive, and a copy is given to the Canyon Fire Department.

- **Exit sign, Emergency lighting, and Fire Extinguishers inspections (once per month)** Fire and Life Safety exit sign, emergency lighting, and fire extinguisher inspections are conducted on a monthly basis. Results are documented through Inspect N Track.

- **Fire Marshall Dorm Inspections (once every two years)** Fire and Life Safety EHS meets with the Fire Marshall and conducts dorm inspections every two years from the date of the closure of the last inspection. The results are recorded in IndustrySafe and the G drive.

- **Fire Marshall University Inspection (once every five years)** Fire and Life Safety EHS meets with the Fire Marshall and conducts inspections through any building associated with West Texas A&M University every five years from the date of the closure of the last inspection. The results are recorded in IndustrySafe and the G drive.

- **Fire Marshal follow-up inspections** FLS-EHS and the Fire Marshall will schedule a follow-up dorm/university inspection as needed based on the request of the Fire Marshall. The results are recorded in IndustrySafe and the G drive.

In addition to collaboration with EHS formal, follow-up, and referral inspections, all WTAMU employees are responsible for maintaining and monitoring safe building conditions, including those procedures set forth in TAMUS policy and regulations, WTAMU rules and procedures, and related state and federal regulations as referenced under related statutes, policies, or requirements?

In the event that marginal or unsafe conditions are identified in an occupied building, it is the department’s or division’s responsibility to terminate those activities deemed unsafe until appropriate remediation has been implemented. In many cases the department or division will be able to remedy the unsafe condition; however, if in question or if additional assistance is required, the division will notify EHS immediately for assistance.

4. **Non-Compliance.**

Non-Compliance with University policy is addressed in the Faculty Handbook in General Policies Affecting Faculty, TAMUS Ethics Procedure 07.01, and TAMUS Risk Management Procedure 24.01.01. If an occupied building is found as non-compliant and unable to find a resolution with the employee, then EHS will seek support from Direct Supervisor, Dean, Vice President of Research and Compliance, and lastly the President/CEO.

5. **Records Retention.**

No official state records may be destroyed without permission from the Texas State Library as outlined in Texas Government Code, Section 441.187 and 13 Texas Administrative Code, Title 13, Part 1.
Chapter 6, Subchapter A, Rule 6.7. The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

West Texas A & M University Records Retention Schedule is certified by the Texas State Library and Archives Commission. West Texas A & M University Environmental Health and Safety will follow Texas A & M University Records Retention Schedule as stated in the Standard Operating Procedure 61.99.01.W0.01 Records Management. All official state records (paper, microform, electronic, or any other media) must be retained for the minimum period designated.

6. Training

West Texas A & M University Environmental Health and Safety will follow the Texas A & M University System Policy 33.05.02 Required Employee Training. Staff and faculty whose required training is delinquent more than 90 days will have their access to the Internet terminated until all trainings are completed. Only Blackboard and Single Sign-on will be accessible. Internet access will be restored once training has been completed. Student workers whose required training is delinquent more than 90 days will need to be terminated by their manager through Student Employment.

7. Calendar.

The following is a list of inspections and the frequency they occur:

Fire and Life Safety Environmental Health and Safety:

- Formal Building inspections will occur on an annual basis. These inspections are conducted as time permits, but are typically conducted within the months of November through February.
- Follow up Inspections will occur based on compliance and safety needs identified in the inspection process.
- Fire Alarm Inspections will occur on an annual basis. These inspections are conducted as time permits, but are typically conducted within the months of December through January.
- Fire Hydrant testing occurs on an annual basis. These inspections are conducted as time permits, but are typically conducted within the months of March through April.
- Exit sign, Emergency lighting, and Fire Extinguishers inspections occur on a monthly basis.
- Fire Marshall Dorm Inspections will occur every two years. These inspections are conducted when the Fire Marshall contacts FLS-EHS and schedules them.
- Fire Marshall University Inspections will occur once every five years. These inspections are conducted when the Fire Marshall contacts FLS-EHS and schedules the inspection.
- Fire Marshall Follow-Up Inspection will occur based on the Fire Marshall’s request to conduct a follow-up inspection. The Fire Marshall will contact FLS-EHS to schedule the inspection.

Related Statutes, Policies, or Requirements

Faculty HandbookTAMUS Ethics Procedure 07.01
TAMUS Risk Management Procedure 24.01.01
Contact Office

WTAMU Fire and Life Environmental Health and Safety
(806) 651-2734

WTAMU Environmental Health and Safety
(806) 651-2270