



SAM HOUSTON STATE UNIVERSITY

ENVIRONMENTAL HEALTH, SAFETY
& RISK MANAGEMENT

SAFETY HAZARD REPORTING PROCEDURE

I. PURPOSE

The purpose of this procedure is to establish guidelines for reporting safety hazards and concerns on all SHSU properties, to include educational, instructional areas and employee workspaces. The identification, reporting and mitigation of potential safety hazards contribute to the prevention of accidents and incidents, and will provide for a safe learning and work environment for students, faculty, staff, contractors and visitors.

References: State Office of Risk Management – RMTSA Volume III, Section II
Texas Administrative Code – Title 28, Part 4, Chapter 252
National Safety Council Accident Prevention Manual - Administration & Programs / 10th Edition

II. SCOPE

This procedure applies to all SHSU students, faculty, staff, contractors and visitors.

III. DEFINITIONS

1. Accident: An unplanned event involving personnel, not necessarily resulting in an injury.
2. Hazard: Any existing or potential condition that can result in injury, death, property damage or other losses.
3. Imminent Danger: A dangerous situation that puts you or another individual at immediate risk of death, or serious physical harm unless corrective actions or preventive measures are taken.
4. Incident: An undesired event that may cause personal harm or property damage.
5. Mitigation: The action of reducing the severity or seriousness of a hazard.
6. Risk Assessment: The process of evaluating possible risks (i.e., hazards) and their potential to contribute to an accident or incident, to include probability of occurrence and severity.
7. Safety: The control of identified hazards to obtain an acceptable level of risk.



SAM HOUSTON STATE UNIVERSITY

ENVIRONMENTAL HEALTH, SAFETY
& RISK MANAGEMENT

IV. PROCEDURES

- A. Whenever students, faculty, staff or visitors identify a potential hazard, the following procedures should be followed.
1. Students should contact the Environmental Health, Safety & Risk Management (EHS&RM) office.
 - a. Utilize the online EHS&RM Incident Reporting and Tracking System @ <https://samweb.shsu.edu/updx02wp/>, or;
 - b. Email EHS&RM: safety@shsu.edu Include all pertinent information on the potential hazard including its exact location, or;
 - c. Phone EHS&RM: 936-294-1921.
 - d. Should the hazard present an imminent danger to personal safety, contact the University Police Department at: 936-294-1800 or in an emergency 936-294-1000 (4-1000 on-campus phone).
 2. Faculty and Staff should:
 - a. Utilize the online EHS&RM Incident Reporting and Tracking System @ <https://samweb.shsu.edu/updx02wp/>, or;
 - b. Email EHS&RM: safety@shsu.edu Include all pertinent information on the potential hazard including its exact location, or.
 - c. Phone EHS&RM: 936-294-1921, or
 - d. Contact Facilities Management Work Control at: 294-1821 / 294-1926, or.
 - e. Utilizing the Facilities Management online work order system (FAMIS) initiate a work order request. <http://www.shsu.edu/dept/facilities-management/>
 - i. Include all pertinent information on the work order request regarding the hazard.
 - ii. Include in the description the issue presents a possible safety hazard to students, faculty, staff and visitors, and.
 - iii. Email EHS&RM: safety@shsu.edu the hazard information and include the Facilities Work Order Request number.
 - f. Should the hazard present an imminent danger to personal safety, contact the University Police Department at: 936-294-1800 or in an emergency 936-294-1000 (4-1000 on-campus phone).



SAM HOUSTON STATE UNIVERSITY

ENVIRONMENTAL HEALTH, SAFETY
& RISK MANAGEMENT

3. Visitors and Contractors should contact the EHS&RM Department.
 - a. Utilize the online EHS&RM Incident Reporting and Tracking System @ <https://samweb.shsu.edu/updx02wp/>, or;
 - b. Email EHS&RM: safety@shsu.edu Include all pertinent information on the potential hazard to include its exact location, or;
 - c. Phone EHS&RM: 936-294-1921.
 - d. Should the hazard present an imminent danger to personal safety, contact the University Police Department at: 936-294-1800 or in an emergency 936-294-1000 (4-1000 on-campus phone).

- B. Once notified of the existence of a potential hazard, EHS&RM will.
 1. Immediately investigate the hazard.
 2. Determine the risk exposure (conduct a risk assessment).
 3. Initiate appropriate corrective actions, should a hazard be confirmed.
 4. Should the hazard present an imminent danger, measures shall be immediately taken to reduce the risk exposure to all individuals.
 5. Record the hazard information in the EHS&RM Hazard Reporting Database.
 6. Monitor and track the hazard until it is alleviated or the risk exposure is reduced to prevent personal injury or property damage.
 7. Inform the reporting individual of all corrective actions taken to alleviate the hazard.

- C. The Texas Department of Insurance, Workers' Compensation Division has established a Safety Violations Hotline, which enables employees to take a proactive role in addressing workplace safety and health issues.
 1. Link: <http://www.tdi.texas.gov/wc/safety/hotline.html>