Introduction

Ensuring students enrolled in classes and/or working at the Texas A&M University-Kingsville (TAMUK) are equipped with the appropriate knowledge to work and learn safely, is paramount to the mission of TAMUK. It is with this in mind that the following Standard Administrative Procedure has been developed to require the delivery, documentation and record retention of student safety training.

Purpose

This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

Procedures and Responsibilities

1. STANDARD ADMINISTRATIVE PROCEDURE

    a. Each department who has students enrolled in classes outside of the lecture setting such as teaching or research laboratories, clinics, etc. where there are potential hazards requiring students to be trained in the safe use of equipment and/or safe working practices, shall ensure, in conjunction with Enterprise Risk Management (ERM), students complete the online lab safety training course, delivered through the BlackBoard Learning Management System (LMS) no later than the 12th class day of each long semester and no later than the first calendar week of Summer terms and inter-sessions. Students requiring this training are notified through their official university email account @students.tamuk.edu. Failure to complete this training will result in the student being dropped from all courses associated with a laboratory function. This training is valid for one calendar year and is tracked through the BlackBoard LMS.

    b. Each department who employs students to conduct work that would normally require employee safety training such as that offered through the Texas A&M University System's TrainTraq program shall develop and or assign, in conjunction with Human Resources, student-worker safety training specific to the hazard and the environment.

2. RESPONSIBILITIES

    a.   Departments shall be responsible for the following:

        1.   Identifying those teaching and/or working environments or duties that require specific safety instruction.

        2.   Document all student-worker safety training within TrainTraq.

    b.   Professors/Instructors and Supervisors shall be responsible for the following:

        1.Delivering hazard specific safety training as appropriate to address hazards of work practices, materials to be used, within the working or learning environment etc.

        2.Delivering the above training prior to the student being exposed to the hazards.

    c.   Enterprise Risk Management shall be responsible for the following:

        1.Assisting with identifying those teaching and/or working environments and duties that require specific safety instruction.

        2.Assisting with development of safety training.

        3.Monitoring compliance with this procedure.

Related Statutes, Policies, Rules or Requirements

System Policy *24.01, Risk Management*

System Regulation *24.01.01, Risk Management Programs*

Definitions

Refer to above references for any applicable definitions.

Contact Office

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