

ENVIRONMENTAL HEALTH AND SAFETY

WORKPLACE HEALTH AND SAFETY

UHD wants all employees to work in a safe and healthy environment. UHD employees should perform their duties in compliance with all applicable institutional policies, federal, state and local laws and standards relating to the environment and protection of worker health and safety. Employees are strongly encouraged to become familiar with and understand how these laws, standards, and policies apply to their specific job responsibilities. Employees should seek advice from his or her supervisor, or from the Environmental Health and Safety (EHS) Manager ((713) 221-8040) as needed. Each employee is responsible for advising the supervisor or the EHS Manager of any serious workplace injury or any situation presenting a danger of injury so that timely corrective action may be taken.

Reference:

UH System Administrative Memorandum
01.C.07 – [Safety Administration](#) and

UH – Downtown Policy Statement
01.D.01 – [Safety Process Policy](#)
01.D.03 – [Risk Management](#)

Question: I accidentally cut my finger on the paper cutter and will most likely need stitches. Do I need to report this to anyone?

Answer: Yes. You should always report any job related injury, no matter how small, to your supervisor who will contact the Environmental Health and Safety Manager at (713) 221-8040. Your supervisor should complete the [Employer's First Report of Injury or Illness](#) form.

PROTECTION OF THE ENVIRONMENT

All employees and students are required to manage hazardous chemical, biological, radioactive, and other wastes in a way that maximizes protection of human health and the environment. This means that employees and students must properly dispose of such wastes in a manner that prevents pollution by eliminating improper discharge into the air, sewer systems, onto the ground, or directly into bodies of water. UHS Safety Administration Policy also states "safety training will be a functional part of the safety program". All employees and students who participate in laboratory activities will be trained to perform their duties and conduct their activities in an environmentally responsible manner. To accomplish this goal, the Environmental Health and Safety (EHS) Office will provide training courses regarding the management and handling of chemical, radioactive, biological, and other hazardous waste. Many activities impacting our environment are regulated by federal and state law, as well as by permit and local/institutional policies and procedures. For guidance regarding your responsibilities or to report an activity that seems inconsistent with policy, please contact the EHS Office at (713) 221-8040.

Reference:

UH System Administrative Memorandum
01.C.07 – [Safety Administration](#) and

UH – Downtown Policy Statement
01.D.03 - [Risk Management](#)

Question: Can I pour waste chemicals down the sink drain if I feel that they are non-hazardous?

Answer: No. Chemical waste should not be poured down the drain. Contact the Environmental Health and Safety Office at (713) 221-8040 if you have any questions regarding the disposal of waste chemicals.

Question: Can any activities conducted outdoors to wash the parking areas or clean-up spills be washed down a storm drain if I feel that they are non-hazardous?

Answer: No. It is an offense if someone introduces any discharge into the storm water inlet or to the waters of Texas that is not composed entirely of storm water. Contact the Environmental Health and Safety Office at (713) 221-8040 if you have any questions regarding the disposal of waste chemicals.

DRUG-FREE AND WEAPON-FREE WORKPLACE

The unlawful possession of a weapon or the unlawful manufacture, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the University of Houston-Downtown (UHD property) is prohibited. Any employee who is found guilty (including a plea of no contest) or has a sentence, fine or other criminal penalty imposed by a court for an offense involving a controlled substance that occurred in or on UHD property shall report such action either to his or her supervisor, or to Employment Services and Operations within five days of such finding of guilt and/or sentence, fine or other criminal penalty imposed by a court. An employee who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance on UHD property, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including the possibility of termination of employment, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.

Reference:

UH – Downtown Policy Statement
01.A.05 - [Drug and Alcohol Abuse Policy](#)

UH – Downtown Policy Statement
02.B.03- [Discipline and Dismissal of Regular Staff Employees Policy](#) (see Grounds for Disciplinary Action or Dismissal, paragraph 3.7.9)

Question: I have seen one of my co-workers selling drugs in the parking garage to other employees. What should I do?

Answer: Report this activity immediately to the UHD Police Department at (713) 221-8065.

Question: Is it okay to have an alcoholic beverage at lunch?

Answer: No. Alcohol and drug use during regular working hours is not acceptable.