

**24.01.01.R0.01 Bloodborne Pathogen and Hazard
Communication Training**
Approved November 16, 2009



Procedure Statement

- Texas A&M University-Commerce requires employees, working in departments identified by the Department of Risk Management as having conditions where exposure to a bloodborne pathogen or hazardous chemical may occur, complete Bloodborne Pathogen and Hazard Communication training prior to initial assignment to tasks where occupational exposure may occur and within 10 days of the original hire date.
 - The university also requires that employees complete an annual refresher course for Bloodborne Pathogen and Hazard Communication training. These trainings are to be completed within one year of the employee's previous training.
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Reason for Procedure

- The intent of this procedure is to promote the safety of university employees and ensure that employees working in departments where occupational exposure to a bloodborne pathogen or hazardous chemical may occur are trained and aware of their rights and responsibilities.
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Procedures and Responsibilities

1. ADMINISTRATION

1.1 Vice Presidents, directors, and department heads shall ensure that all departmental supervisors recognize their mandate in carrying out compliance with Bloodborne Pathogen and Hazard Communication training.

1.1.1 Supervisors at all levels hold the primary responsibility for ensuring that Bloodborne Pathogen and Hazard Communication training is properly implemented within their area. Failure to enforce this procedure will result in disciplinary action, up to and including termination.

Supervisors shall:

- 1.1.1.1 Schedule a time for employees to complete training on the first day of employment. If the employee does not complete Bloodborne Pathogen and Hazard Communication training on the first day of employment, the employee will be sent home without pay until Bloodborne Pathogen and Hazard Communication training have been completed.
- 1.1.1.2 Notify payroll when employees are sent home without pay and when the employee returns to work.
- 1.1.1.3 Ensure all employees complete the annual refresher training course for Bloodborne Pathogen and Hazard Communication within one year of the employee's previous training.
- 1.1.2 Human Resources will assign Bloodborne Pathogen and Hazard Communication training to new employees with a due date of 10 days from the employee's date of hire.
- 1.1.3 Training and Development shall monitor training compliance and provide training support to supervisors.

Related Statutes, Policies, or Requirements

System Policy [24.01 Risk Management](#)

System Regulation [24.01.01 Supplemental Risk Management Standards](#)

The Texas Health and Safety Code, Subtitle D: Chapter 81; SubChapter H

Texas Administrative Code, Title 25: Part1: Chapter 96

Texas Health and Safety Code, Chapter 502

Appendix

Training Assignments as of 10/19/09. Subject to change as training needs and/or requirements change. Training Assignments will be reviewed by the Department of Risk Management by December 31st of each year.

Department	Bloodborne Pathogen	Hazard Communication
ATHLETICS	X	X
AGRICULTURAL SCIENCES	X	X
ART		X
BIOLOGICAL & ENVIRONMENTAL SCIENCES	X	X
BUILDING MAINTENANCE	X	X
CHEMISTRY		X
CHILDREN'S LEARNING CENTER	X	X

CUSTODIAL SERVICES	X	X
FARM & DAIRY	X	X
GROUNDS MAINTENANCE	X	X
INTRAMURALS	X	X
JOURNALISM & PRINTING		X
MORRIS RECREATIONAL CENTER	X	X
OFFICE OF GREEK LIFE	X	X
PHYSICS		X
PLANT SUPPORT ADMINISTRATION	X	X
RESIDENTIAL LIVING & LEARNING	X	X
SAFETY OFFICE	X	X
SAM RAYBURN STUDENT CTR	X	X
STUDENT ACTIVITIES & LEADERSHIP	X	X
STUDENT HEALTH SERVICES	X	X
UNIVERSITY POLICE	X	X
UTILITIES	X	X

Contact Office

Training and Development
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