

24.01.01.R0.01 Bloodborne Pathogen and Hazard Communication Training



Reviewed April 15, 2024
Next Scheduled Review: April 15, 2029

Procedure Summary

Texas A&M University-Commerce requires employees, working in departments identified by the Department of Emergency Management and Safety 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.

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.

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.

Procedures and Responsibilities

1 ADMINISTRATION

Vice Presidents, Academic Deans/Director, and Department Heads/Associate Directors shall ensure that all departmental supervisors recognize their mandate in carrying out compliance with *Bloodborne Pathogen and Hazard Communication* training.

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.

1.2 Supervisors shall:

1.2.1 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 by the tenth day of employment, the employee will be sent home without pay until *Bloodborne Pathogen and Hazard Communication* training have been completed.

- 1.2.2 Notify payroll when employees are sent home without pay and when the employee returns to work.
- 1.2.3 Ensure *Bloodborne Pathogen and Hazard Communication* training has been completed prior to initial assignment to tasks where occupational exposure may occur.
- 1.2.4 Ensure all employees complete the annual refresher training course for *Bloodborne Pathogen and Hazard Communication* within one year of the employee’s previous training.
- 1.3 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.
- 1.4 Training and Development shall monitor training compliance and provide training support to supervisors. Training and Development shall update Employee Group/Assignments in TrainTraq when adloc updates are recommended by the Department of Emergency Management and Safety.

Related Statutes, Policies, or Requirements

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](#)

System Policy [24.01 Risk Management](#)

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

Appendix

Training Assignments as of 03.05.2024. Subject to change as training needs and/or requirements change. Training Assignments will be reviewed by the Department of Emergency Management and Safety by December 31st of each year.

Department	Bloodborne Pathogen	Hazard Communication
ATHLETICS	X	
ART	X	X
BIOLOGICAL & ENVIRONMENTAL SCIENCES	X	X

EMERGENCY MANAGEMENT AND SAFETY	X	X
CHEMISTRY	X	X
CHILDREN'S LEARNING CENTER	X	X
HEALTH & HUMAN PERFORMANCE	X	X
INTRAMURALS	X	X
CAMPUS RECREATION	X	X
NURSING	X	X
OFFICE OF RESEARCH AND SPONSORED PROGRAMS	X	X
PHYSICS & ASTRONOMY		X
RESIDENTIAL LIVING & LEARNING	X	X
SAM RAYBURN STUDENT CENTER	X	X
COLLEGE OF AGRICULTURAL SCIENCES & NATURAL RESOURCES	X	X
STUDENT ACTIVITIES & LEADERSHIP	X	X
STUDENT HEALTH SERVICES	X	X
UNIVERSITY POLICE DEPARTMENT	X	X
ENGINEERING AND TECHNOLOGY	X	X
FACILITIES & CONSTRUCTION	X	X
RISK MANAGEMENT	X	X
THEATRE	X	X

Revision History

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