



31.03.03.W1.98 **Unsafe Working or Travel Conditions**

Approved September 21, 1998
Current Revision September 11, 2023
Next Scheduled Review September 11, 2028

Procedure Summary

This procedure describes the process for closure of campus departments due to specific hazardous conditions as outlined in this procedure.

Procedure

1. HAZARDOUS WORKING CONDITIONS

1.1. The department head or senior officer in the department or office will report the hazardous condition to the appropriate dean or senior division officer. This information will be reported to the appropriate vice president on campus and, upon consultation with Environmental Safety and other departments as deemed necessary, will consult with the President or his//her designee. Upon determination that a hazardous condition does exist, a decision will be made at that time to close the office or the department. Employees scheduled to work in the affected area will be granted emergency leave for the time the work site is closed. Essential employees required to work during the time the building is closed due to hazardous working conditions will receive compensatory time.

2. HAZARDOUS TRAVEL CONDITIONS

2.1. The department head or senior officer in the department or office should report the hazardous condition to the appropriate dean or senior division officer. This information will be reported to the appropriate vice president and upon consultation with the Environmental Safety Office and other departments as deemed necessary, will consult with the President or his/her designee. Upon determination that a hazardous condition does exist, a decision will be made at that time to close the office or the department.

Employees scheduled to work in the affected area will be granted emergency leave for the time the work site is closed. Essential employees required to work during the time the building is closed due to hazardous working conditions will receive compensatory time.

3. HAZARDOUS WORKING CONDITIONS

3.1. When conditions exist that make it hazardous or unsafe for travel to the campus due to inclement weather as determined by the President or his/her designee, a weather closing message will be posted on the University's web page, voice mail system, email system and Safe Zone (Safe Zone app uses alerts via emails, text messages and push notifications. Safe Zone app can be found at <https://safezoneapp.com>). The weather closing information may be accessed by calling the WTAMU weather line at 651-2010. Employees who were scheduled to work that day will be granted emergency leave for the time the campus is closed. Essential employees required to work during the time the campus is closed will receive compensatory time. Employees who live in University housing as a condition of their employment will not receive compensatory time if the campus is closed due to inclement weather.

4. EVACUATION ORDER

4.1. If an emergency evacuation order is issued by state or local government, employees scheduled to work shall be granted emergency leave for the duration of the evacuation order. The action will be coordinated by the President or his/her designee. Essential employees (employees providing emergency service or protecting the safety and well-being of the general public and the University) will receive compensatory time.

Related Statutes, Policies, or Requirements

[System Policy 31.03: Leaves of Absence](#)

[System Regulation 31.03.03: Leaves of Absence with Pay](#)

[WTAMU Emergency Operations Plan](#)

Definitions

None

Appendix

None

Revision History

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Approval Signature



09/11/2023

President/CEO

Date