OP 60.29: Departmental Safety Officer Supplemental Compensation

DATE: May 24, 2016

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to provide guidance for the provision of supplemental compensation for departmental safety officers.

REVIEW: This OP will be reviewed in May of every fourth year by the assistant vice president for research (environmental health and safety) with substantive revisions forwarded through the associate vice president for research (responsible research) to the senior vice president for research.

1. Intent

The intent of this OP is to provide compensation for the work of department safety officers (DSOs). This work was previously assigned and not compensated or described in the position description of the appointed DSO. This has created difficulties with active participation in safety programs from these positions and, in turn, from the departments, colleges or institutes they represent. It is vital that Texas Tech University Environmental Health & Safety (TTUEHS) has a department- and college-level point of contact to implement university-wide safety programs at the college, department and laboratory/studio level. In addition, many of the DSOs are faculty who are not compensated during the summer months when TTUEHS and compliance committees need to perform many critical safety audits and corrective actions for programs.

2. Administration

This supplemental compensation would be an annual $1000 payment provided by TTUEHS funds to each of the DSOs in August. This payment would go to a single DSO from each listed department or institute who 1) was appointed by the department chairperson or college dean, 2) is from the department listed below, 3) has served in the role for at least six consecutive months, 4) is in good standing with TTUEHS with respect to the responsibilities and duties identified by the departmental safety plans and programs, and 5) during the preceding year actively participated in biannual DSO meetings or met with TTUEHS personnel directly to receive meeting information.

Department Safety Officers are required from the following areas:

Department of Biological Sciences
Department of Chemistry and Biochemistry
Department of Geosciences
Department of Mechanical Engineering
Department of Animal and Food Sciences
Department of Industrial Engineering
Department of Petroleum Engineering
Department of Environmental Toxicology
Department of Nutritional Sciences
School of Art
Department of Civil, Environmental and Construction Engineering
Department of Natural Resources Management
Department of Electrical and Computer Engineering
Department of Plant and Soil Science
Department of Industrial Engineering
Department of Chemical Engineering
Department of Physics

Attachment: *Duties of Department Safety Officers*