



Departmental Safety Officer (DSO) Responsibilities

Reference Section A5.4 of the University Laboratory Safety Manual

Thank you for serving as a Departmental Safety Officer (DSO) for your department! DSOs are appointed by the Department Chair and serve as a liaison between the department personnel and EHS. Your responsibilities are outlined below. Should you have questions, please do not hesitate to contact EHS at 742-3876 or safety@ttu.edu.

Your Responsibilities as DSO:

Incidents and Reporting

- Assist in the completion of an incident report following any instance of personnel (employee or student) injury or chemical exposure or major property damage. Incident reports require information from the victim, the immediate supervisor and the DSO.
 - a. Incident reports must be submitted to EHS within 24 hours of the incident.
 - b. Report injuries that result in medical attention to EHS immediately. A complete incident report can follow within 24 hours.
 - c. Perform an initial evaluation of incidents and look for possible overexposure to hazardous materials.
- Incident report forms can be found at <http://www.depts.ttu.edu/ehs/about/incident-reporting.php>.

Assessments

Determining if personnel assessments are necessary can take place at any time during usual departmental operations or after an incident. In either instance, assist the afflicted employee(s) with enrollment into the Occupational Health Program (OHP) by directing them to the Enrollment Form http://www.depts.ttu.edu/ehs/occupationalafety/docs/OHP_EnrollmentForm.pdf.

- Assess the need for medical consultation/examination of department personnel.
- Assess the need for employee medical monitoring.
- Assist in scheduling medical examinations.
- Report any need of medical monitoring, consultation and/or examination to the Chemical Hygiene Officer (CHO) (jared.martin@ttu.edu).

Facility & Equipment Inventory

- Maintain an updated list of laboratory work areas affected by the CHP and supply this list to the CHO when there are updates.
- Maintain an updated list of all chemical fume hoods and supply this list to the CHO when there are updates.

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<http://www.depts.ttu.edu/ehs/academicsafety/labsafetydocs/LabSafetyManual.pdf>



Surveys

- You have the authority to perform announced or unannounced chemical hygiene and housekeeping surveys in the laboratory work areas within your department.
 - The findings are to be reported to the Department Chair and the PI overseeing the work area.
 - The findings must be available to the CHO upon request.
- You have the authority to immediately remove any individual out of compliance with the CHP or Work Area Safety Plan (WASP) from the work area. You may also take photographs of individuals or safety findings identified during surveys.
- Prior to initiating annual safety surveys, EHS Lab Safety will contact you to assist in scheduling lab personnel to meet with EHS staff for survey walk throughs. This allows EHS staff the opportunity to work one-on-one with lab personnel and provide lab personnel the option to correct safety departures on site.

Other Responsibilities

- You may also be asked to assist PIs in ensuring all personnel are current on required EHS training. You may email ehs.safety.training@ttu.edu for a list of your department's training records.
- EHS may also send email notifications of upcoming events such as training or other education sessions to you for distribution to your department.