

Duties of Department Safety Officers

1. Assist in identifying areas, facilities, and equipment that present a health or safety hazard and coordinate with EH&S to mitigate that hazard.
2. Ensure that all personnel are briefed and fully understand work procedures and existing safety policies that enforce their use.
3. Make available and enforce the use of necessary safety equipment and protective devices recommended by EH&S for the job being accomplished.
4. Make every effort to observe and comply with all health and safety regulations. EH&S will provide consultation/guidance on local, state, and federal regulations and serve as the intermediary and contact point for all health and safety activities involving regulatory agencies.
5. Seek prompt medical treatment for all injuries. Assure that the accident is reported in a timely manner and proper forms are completed.
6. Review all accidents to help eliminate similar accidents from occurring.
7. Require all new employees to take the Safety Awareness Training online on the EH&S website in the first month of employment.
8. Actively solicit suggestions from employees that will contribute to the constant improvement and establishment of a hazard-free and healthful work environment.
9. Promptly notify EH&S when circumstances exist that caused or could cause an accident.
10. Ensure all supervisory personnel are informed of their responsibilities to ensure that new employees are properly trained for the task to be performed prior to the initiation of the job duties. Supervisory personnel should also be informed of the penalties for failure to provide such training to new employees.
11. Additional duties recommended by EH&S to support future safety programs.

Department Safety Officer

Department Chairperson