

Environmental Health

and Safety

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**Departmental Safety Officer Responsibilities:**

**Purpose:**

This document explains the process for appointing and reviews responsibilities of the individual appointed as Safety Officer by a Department Head to be responsible for the oversight and coordination of safety issues within that specific Department.

Each Department Head shall designate a person to coordinate safety issues and who will be the primary point of contact and liaison with the College Safety officer.

It is strongly recommended that each Safety Officer have a back up identified to assume responsibilities in the absence of the primary Safety Officer.

**Primary Duties:**

Each Departmental Safety Officer shall

1. establish and maintain, as chairperson, a Safety Committee within the member's area of responsibility. The size and structure of this Committee shall be dictated by the types of activities, the potential hazards inherent to those activities, and the number of persons who may be exposed.
2. work with Department administration to visibly demonstrate leadership commitment to workplace safety and health
3. implement processes to raise work unit awareness of the safety officer and safety committee. Examples include

attending faculty meetings, visiting offices and laboratories, attending and providing information to incoming graduate students and employees during orientation, sending out an introductory email annually, using department/unit websites to provide information, newsletters, and sharing safety council minutes and information, including links to EHS safety council website.

1. assist in the investigation of all serious accidents, and all other accidents when requested by the supervisor or EHS.
2. initiate proper follow-up measures and ensure corrective actions are implemented when unsafe conditions, practices or equipment are reported or observed.
3. implement processes to ensure that students and employees in your area know what to do in an emergency.

Preparation in advance:

* + 1. Complete an evacuation plan, identifying responsible individuals, area for outdoor congregation, etc.
    2. Encourage students and staff to enroll in emergency notification system, such as PSUtxt During an emergency:
    3. Call 911
    4. Leave building during fire alarm

1. familiarize themselves, and members of your unit’s safety committee, with the EHS website, identifying those programs that are applicable to areas. Proactively provide EHS information and serve as a resource for students and employees in your areas.
2. ensure that required training is delivered and completed.
3. coordinate Centralized Record Keeping. This includes
   1. copies of Laboratory Safety Self inspections, including PI and Dept. Head signatures (completed in January)
   2. List of hazardous waste storage areas, including PI and overseers for those areas
   3. List of individuals who have had initial and annual refresher training
4. contact EHS to facilitate laboratory moves, both moving within or leaving the university .
5. provide to EHS:
   1. Confirmation that all affected individuals have completed and submitted the

Laboratory Safety self-inspection in January

* 1. Provide list of chemical waste areas

1. serve as the Chemical Inventory Management System (CHIMS) officer with the following responsibilities:
   1. Contact EHS with required building and personnel information.
   2. Be familiar with the use and features of the CHIMS.
   3. Ensure that all chemical users within their areas of jurisdiction update the CHIMS annually.
   4. At least annually, generate a Building Code Compliance Report for each building under their jurisdiction. A copy of this report shall be readily available upon request by EHS.
   5. Maintain ongoing communications with college safety officers in implementation of and compliance with this policy.
2. help facilitate the annual EHS Laboratory Inspections
   1. Responsible for working with College Safety officer to schedule inspections.
   2. Accompany EHS on inspections
   3. Distribute inspection forms to faculty following inspection
   4. Collect all signed forms from faculty and ensure deficiencies have been corrected.
   5. Forward forms to EHS.