**University Safety Council Member Responsibilities**

**Purpose:**

University Safety Policy (SY01) establishes specific safety responsibilities for all Penn State employees. As indicated in SY01, Safety Officers are responsible for the oversight and coordination of safety issues within their specific college or administrative unit. The purpose of this document is to provide additional information on the responsibilities of these individuals.

**Primary Duties**

***Demonstrate and Support Safety:***

* Work with unit administration to visibly demonstrate leadership commitment to workplace safety and health.
* Proactively provide EHS information and serve as a resource for students and employees in their areas.

***Implement Safety Programs:***

* Coordinate the implementation of applicable safety and health programs within their work units. This includes ensuring that required safety and health training is completed and that individuals within their work unit are following established rules and procedures.
* Implement processes to raise work unit awareness of safety officers and safety committees. Examples include, but are not limited to:
	+ Attending faculty or staff meetings; visiting offices and laboratories and other work areas; providing information to incoming graduate students and employees during orientation;; including safety information on college/unit websites; preparing and distributing newsletters that include safety information; and sharing safety council minutes and information.

***Communicate:***

* Establish effective communications to ensure that work unit administration is informed of key University Safety Council activities and other work unit health and safety issues.
* Ensure that effective safety communication methods are established so all faculty, staff, and other employees receive and can report safety issues.

***Ensure Effective Safety Committee Operation:***

1. Attend the regularly scheduled meetings and special meetings of the University Safety Council.
2. 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.
3. Ensure members of their unit’s safety committee are familiar with the EHS website, identifying those programs that are applicable to their areas.

***Investigate Incidents/Accidents and Ensure Implementation of Corrective Actions:***

1. Initiate proper follow-up measures and ensure corrective actions are implemented when unsafe conditions, practices or equipment are reported or observed.
2. Assist in the investigation of all serious accidents, and any other accidents when requested by the supervisor.
3. Review all [*Employer's Reports of Occupational Injury or Illness*](http://guru.psu.edu/forms/4-19Employer%27sReportofOccupationalInjuryorDisease.html) for employee accidents, all *Incident Reports* for non-employees or employees not engaged in normal employment activities, and any other associated accident/illness reports.

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