

# Departmental Safety Officer Responsibilities

## *UCOP Departmental Safety Officer Program*

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### Purpose

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The success of the Environment, Health & Safety (EH&S) Programs at UCOP depends upon positive support by all departments, and upon full cooperation of all employees. The primary objective of the safety program is to eliminate workplace injuries and illnesses, while promoting a culture of safety and well-being for our employees. Department Safety Officers (DSOs) are a vital part of UCOP's safety structure. The principal DSO functions include:

1. Serve as a health and safety resource for co-workers
2. Assist department management with the ongoing development, implementation, and communication of departmental safety programs
3. Serve as the liaison between the department and EH&S

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### Responsibilities

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Responsibilities of Department Safety Coordinators will typically include, but are not limited to, the following duties.

#### Hazard Identification and Awareness

- Conduct or coordinate annual workplace self-inspections, using forms provided by EH&S; document inspections and ensure that inspection records are maintained
- Communicate information regarding identified hazards, precautions, and required corrective actions throughout the department
- Report audit results and necessary corrective actions or recommendations to department leadership

#### Hazard Mitigation

- Correct conditions that are discovered during inspections or reported by employees

#### Accident Investigation

- Assist Department Managers and Supervisors with proper investigation and documentation of all incidences, injuries, and near-misses
- Assist Department Management with making necessary changes to minimize or prevent recurrence
- Coordinate or consult with EH&S as needed

## Training

- Know the hazards employees face and ensure they are trained to perform their work without risk of illness or injury
- Coordinate any applicable EH&S training courses for the department, including general safety training and computer ergonomics training

## Communication

- Ensure an ongoing provision of safety information through bulletin boards or periodic discussions (tailgates or huddles)
- Post safety information on bulletin boards or in break rooms
  - Items required by law:
    1. [Safety and Health Protection on the Job](#) (PDF) – *describes job safety and health protection under the Cal/OSHA program*
    2. [Notice to Employees – Injuries Caused by Work](#) (PDF) – *information about Workers' Compensation for California workers*
  - Other recommended items:
    1. [UCOP Emergency Procedures](#) – *specific to UCOP building/location*
    2. [University of California Safety Spotlight](#) *newsletter and poster*
    3. [Monthly Safety Tailgate Information](#)
- Encourage employees to [report potential safety problems using the online reporting system](#)
- Act as conduit between the department and EH&S
- Provide safety information to all new employees upon initial hire
  - a) [IIPP](#)
  - b) [Ergonomics](#)
  - c) [General safety](#)
  - d) [Safety data sheets](#)

## Documentation

- Maintain safety training, inspection, and accident investigation documents in a centralized, accessible file
- Document injuries, safety committee meetings, hazard corrections, and employee safety training

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## Skills and Abilities of a Department Safety Officer

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A Department Safety Officer should be a career UC employee who has the support and cooperation of management to devote time to the safety program and take actions as necessary. The Safety Officer should have a minimum two-year commitment and demonstrate:

- General familiarity with department operations, personnel, facilities and equipment
- An appreciation for employee safety, injury/illness prevention, and environmental protection