

UNIT SAFETY OFFICER LETTER OF APPOINTMENT

TO: Maria Garza, M.Ed.
Manager of Education and Training
TTUHSC Department of Safety Services
Lubbock STOP 9020

FROM: (Dept. Head) _____
(Dept. Name) _____
(Dept. Home Org. Code) _____
(Regional Campus) _____

SUBJECT: **APPOINTMENT OF UNIT SAFETY OFFICER (USO)**

DATE: _____

The following employee is appointed as Unit Safety Officer for the above-named department. This appointment is effective from September 1st through August 31st of this Fiscal Year.

USO Name: _____
USO eRaider username: _____
USO Phone: _____
USO E-mail: _____

In making this appointment, I understand that my support is necessary in order for this Unit Safety Officer to fulfill his/her responsibilities as described in the HSC Safety Program/Manual and the USO Job Description.

In accepting this appointment, I understand that I must fulfill my responsibilities as Unit Safety Officer as described in the HSC Safety Program/Manual and the USO Job Description.

(Signature of Department Head)

(Signature of Unit Safety Officer)