Texas Tech University Health Sciences Center
Department of Safety Services
Job Description for
Unit Safety Officer

PRIMARY PURPOSE:
This position is responsible for assisting the Department Head in implementing and managing the Safety Program within their department. This is an additional duty position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Coordinates the accident/incident reporting and investigations procedures by providing direction to departmental employees and supervisors regarding required documentation and procedures.

Coordinates the safety training activities of employees and students within their department. Maintains necessary records.

Conducts Health and Safety Review in another department(s).

Coordinates safety-related activities within the department such as Fire Emergency Response Training, Departmental Safety Meetings, and Hazard Reporting Program activities to prevent incidents and injuries.

Coordinates departmental planning, dissemination, and execution of Code Emergencies, under the direction of the Department Chair/Director.

Coordinates other duties as required.

SUPERVISORY RESPONSIBILITIES:
Work is performed under the direct supervision of the Department Head. The Department Head will make allowances for sufficient time to ensure quality performance of safety management responsibilities, duties, and functions. The Safety Services Department will supervise the required safety training documentation.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Will attend the New Unit Safety Officer Orientation training program as soon after their appointment by the department head as is reasonably possible.

Will attend the Unit Safety Officer conferences and meetings conducted by the Safety Services Department.

A regular duty position in the department for which they are appointed by the Department Head as Unit Safety Officer. Prior safety supervision preferred.

WORK ENVIRONMENT:
Work is performed under usual working conditions relative to their regular job duties.