

Texas Tech/Texas Tech University Health Sciences Center
Job Description

JOB TITLE: Unit Safety Officer

DIVISION:
PREPARED BY:
APPROVED BY:

SUPERVISOR:
DATE:
DATE:

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 reporting and investigations procedures, and maintains records of all accidents which involve employees and students within their department.

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

Conducts Health and Safety Review in another department with similar work areas.

Coordinates Departmental Safety Meetings and Hazard Reporting Program.

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 safety training and accident reporting paperwork.

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:

Attendance at the New Unit Safety Officer Orientation training program as soon after their appointment by the department head as is reasonably possible.

Attendance at 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.

Texas State Government Privacy Policies (Government Code):¹

1) With few exceptions, you are entitled on request to be informed about the information the state governmental body collects about you;

2) Under Section 552.021 & 552.023, you are entitled to receive and review the information; and

3) Under Section 552.004, you are entitled to have the state governmental body correct information about you that is incorrect.²

Revised 1/10/02