

DEPARTMENT SAFETY COORDINATOR PROGRAM

Department Safety Coordinators (DSCs) are a vital part of the campus safety structure and effective implementation of the injury and illness prevention program. DSCs are appointed by each director, department chair, dean or department head. The purpose of this document is to provide guidance for DSCs and, thus, avoid confusion about what duties and responsibilities are appropriate. The Office of Environmental Health & Safety (EH&S) has developed the following task descriptions to guide campus departments in assigning responsibilities to DSCs. Departments should feel free to modify the task descriptions to meet their unique needs. EH&S staff are available to help tailor the language to fit the department's needs while ensuring compliance with applicable regulations and policies.

The amount of time needed to perform the assigned DSC duties will vary, depending on the type of work performed in the department, the number of people working there, and the facilities that it uses. EH&S will train and assist DSCs in completion of the departmental model Injury and Illness Prevention (IIP) Plan.

DSC Duties:

Department Safety Coordinators assist the dean, director, department chair or department director by coordinating the implementation of the department's injury and illness prevention program. Specific actions include:

- Act as departmental liaison to EH&S on health and safety issues;
- Update the department's written IIP Plan as needed;
- Assist supervisors in properly investigating and documenting all accidents and injuries;
- Communicate information on identified hazards, precautions, and required corrective actions throughout the department;
- Conduct or coordinate periodic workplace self-inspections;
- Maintain departmental safety postings;
- Assist in developing, implementing, and communicating departmental safety policies and programs;
- Coordinate environmental health and safety training for the department;
- Coordinate responses to employee occupational health and safety related complaints and concerns;
- Maintain central file of documents for injuries, departmental safety meetings, hazard corrections, employee safety training, and material safety data sheets (MSDSs; if applicable).
- Assist in developing, maintaining, and coordinating training on emergency plans affecting the department;
- Represent the department at inspections by regulatory agencies; contacts EH&S promptly in

the event of regulatory inspection. (note: Per CSU policy, EH&S is the lead liaison to environmental health and safety regulatory agencies, e.g., Cal/OSHA.);
Communicate with building coordinator(s) and/or Plant Operations on facility issues related to safety.

Regulatory Orientation

HSU is governed by no less than 5 regulatory agencies for occupational safety and environmental issues. Cal/OSHA is the agency which has enforcement authority for occupational safety and health and, therefore, is the most likely to inspect and assess a department's IIP Plan. The primary Cal/OSHA regulation that governs work place safety is Title 8, Section 3203, Injury and Illness Prevention. In general, this regulation requires the employer (HSU) to identify and evaluate hazards, implement timely corrections, and inform/train employees on the hazards to which they may be exposed. IIP also addresses safety committees and a written plan. In contrast to the IIP, other Cal/OSHA regulations tend to be more specific in addressing specific hazards, e.g., lock-out/tag-out for electrical and other mechanical hazards, and may not apply to every department.

California hazardous waste regulations are enforced at the local level by Humboldt County Division of Environmental Health. In addition, HCDEH inspects and assesses the campus compliance with the hazardous materials inventory & reporting regulations as well as other environmental requirements.

Getting Started

Newly appointed DSCs should contact EH&S to schedule an initial orientation and training sessions. The orientation and training sessions cover duties, review of IIP requirements and update of departmental plans, a walk through inspection of the department, and instructions on maintaining safety records.

Contacting EH&S

The primary contact within EH&S for the IIP Program is the director, Kevin Creed, who may be reached at ext. 5702 or via e-mail, creed@humboldt.edu. The EH&S office is located in SBS 305.