

Department Safety Representative Responsibilities

Each department has a full-time, career employee(s) who is appointed by their department to serve as the Department Safety Representative (DSR). It is strongly recommended that the DSR be the chief administrative officer for the department (e.g., Business Officer, Director, etc.) and that the DSR responsibilities be a specific line item in the person's job description. Such department administrators already have direct responsibility under campus policy #5400 and the law to see that functional programs are in place. Regardless of who is appointed as DSR, local administrators need to stay directly involved in these issues.

Responsibilities:

- Help integrate health and safety programs into routine departmental operations
- Ensure that an effective internal network exists for communicating health and safety information to their department
- Coordinate, communicate and maintain the department programs noted herein
- Be available to liaison with EH&S and convey information back to their department
- Periodically assess the department's compliance status with the various programs and report to the department head

Implementing a Program:

Specific DSR action items are on the next page. These might seem overwhelming at first, but by breaking the job down into the following action items, it will be manageable. Remember, you are not solely responsible for the health and safety programs within your department. Individual supervisors have the primary responsibility for complying with applicable safety requirements and the oversight responsibilities of department administrators are noted above and later in this section.



Department Safety Representative Action Items

1. Familiarize yourself with this *Health & Safety Binder*. Note the safety programs under *Part II: Programs* that apply to work done in your department.
2. Read **Summary: UCSB Injury and Illness Prevention Program** (pg. 2, Part IV)
 - Establish a method(s) to effectively communicate safety issues within your department; examples: e-mail, website, staff meetings, safety committee.
 - Establish a **safety bulletin board(s)** and ensure that all workers are notified of the location(s). It should include the following and other info as appropriate:
 - *UCSB Emergency Information Flip Chart* (see next tab, x-8243 for copies)
 - *Safety and Health Protection on the Job - Cal/OSHA sign* (x-8243 for copies)
 - *Hazard Reporting Form* (see IIPP Form G in App. 2 of Part IV, or x-8243)
 - Fill out **Appendix 1 (Departmental Information)** of the IIPP. Cal/OSHA requires this to determine who is responsible for your department's program. Keep copy on file in binder.
 - Ensure that supervisors use the appropriate **IIPP training documentation forms** and **workplace inspection forms** by directing them to their *General Safety Responsibilities and Resources* online orientation (3 separate modules for supervisors of **offices, or labs, or shops/trades**). Find on EH&S Web site: <http://ehs.ucsb.edu/4DAction/WebCourseSessionList>
In turn, supervisors should ensure that their employees have been oriented to their rights and responsibilities under the IIPP law/program by viewing the online module entitled *Non-Supervisors* found at the same location noted above.
3. Review **Department Emergency Operations Plan** – (Part III)
 - Per Sec. 2 (*Planning for an Emergency*), complete the action items noted there.
 - Per Sec. 3 (*Responding to an Emergency*) be prepared to address the action items noted there in the event of an emergency affecting your department.
4. If your department uses any chemicals¹ outside of the lab environment then you fall under the **OSHA Hazard Communication Standard** (Material Safety Data Sheets). If this is the case, contact the EH&S Industrial Hygiene Program Manager (x-8787) for further instructions.

Footnotes: 1.Exclusions: tobacco, wood and wood-based products, food, drugs, cosmetics, hazardous waste, consumer products sold at retail, unless employee exposure is greater than exposure to the ordinary consumer (e.g. custodian use of cleaning products in the workplace are regulated under Hazard Communication).