

SUBJECT: FACILITY SERVICES SAFETY MANAGEMENT

Purpose

To ensure Facility Services is in compliance with federal, state, local, and University-wide safety laws and regulations through the selection of a Facility Services Safety Officer.

Procedure

The Facility Services Safety Officer's duties and responsibilities will be assigned to the Human Resource Development Specialist, and in his absence, to the Director of Facility Maintenance.

These duties and responsibilities are as follows:

1. This position has the primary responsibility for coordinating the Facility Services safety program.
2. The Safety Officer develops safety-related Operating Instructions.
3. This position develops, conducts and/or coordinates safety education activities.
4. The Safety Officer maintains and analyzes accident records and issues periodic reports showing safety performance and accident trends.
5. This position supervises and participates in Facility Services surveys and inspections.
6. The Safety Officer serves on the Facility Services Safety Committee.
7. This position assists in accident investigations and serves as the coordinator of the Facility Services Loss Prevention Program.
8. The Safety Officer acts as the liaison person on safety matters of Facility Services.