



(Your Department Name Here)

## Procedure for Designation of Departmental Safety Representative

Department: \_\_\_\_\_

Date: \_\_\_\_\_

### **Policy:**

The department recognizes that designating a safety representative is key to coordinating the efforts of management, faculty, staff, and student safety. The designated safety representative will be the conduit for safety information, safety statistics, and general facilitation of the department's safety program. Also, the safety representative will be responsible for soliciting safety concerns from employees and students and ensuring that department management is informed of these issues.

### **Procedure:**

The department will elect one of its faculty members as a Safety Representative each year (see the departmental constitution number). This individual shall be responsible for office, classroom, stockroom, and laboratory safety and will coordinate with EHS.

Dean of College/School: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_