



**Subject: Departmental Safety Coordinators**

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**Revision: 01**

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**SUMMARY:** In order for the Department of Occupational Safety and Environmental Health to provide adequate services and establish effective relationships with departments, reliable points-of-contact or “coordinators” must be maintained. The primary point-of-contact, by default, is the Dean, Director, or Department Head; however, coordination of safety, health and environmental information is typically delegated to one or more coordinators within an operating unit.

**SCOPE:** This Guideline applies to all academic and service units at the University of Michigan.

**DEFINITIONS:** *Safety Coordinator* - the appointed departmental contact for safety, health, and environmental issues concerning OSEH.

**RESPONSIBILITY:** Deans, Directors and Department Heads

Choose one or more Safety Coordinators to be the liaison between OSEH and the department.

Notify OSEH who the contact will be and provide their work address and phone number.

Notify OSEH if the Safety Coordinator person(s) changes.

Actively support this Guideline within individual units.

Ensure an environment where principal investigators/supervisors and other personnel are encouraged to follow this Guideline.

Safety Coordinator

Disseminate all safety, health, and environmental information from OSEH to personnel in the department.

Post OSEH Bulletin in a conspicuous location.

Coordinate utility shutdowns with OSEH, Plant, and the department.

Inform employees of changes to safety, health, and environmental related practices.

Notify OSEH of known or potential safety hazards, exposures, accidents, injuries, illnesses, spills, releases, or other regulatory and environmental issues.

Attend OSEH Safety Coordinator meetings.

Assist in the scheduling of OSEH services for the department.

### OSEH

Review and revise the Departmental “Safety Coordinators” Guideline.

Update the list of Safety Coordinators periodically.

Hold an annual Safety Coordinator meeting.

### **PROCEDURES:**

Deans, Directors and Department Heads will designate a Safety Coordinator to be the liaison between OSEH and the department. The Safety Coordinator should be chosen based on their ability to transfer information quickly and efficiently from OSEH to the rest of the department. The Safety Coordinator should have access to the Deans, Directors and Department Heads if necessary on important safety and environmental issues. The unit will then provide OSEH with the name of the Safety Coordinator.

### **RELATED DOCUMENTS:**

College of Engineering Safety Committee (COESAFE) and Departmental Committees