

FACT SHEET

Suggested Job Duties for Department Safety Coordinators

This document provides a brief introduction to the topic and highlights unique features and/or safety considerations. For more information, [contact EH&S](#).

Department Safety Coordinator (DSC) Job Duties

Department Safety Coordinators (DSCs) are a vital part of the campus safety structure. Yet at times, there is confusion about what tasks are appropriate for the role. The Office of Environment, Health & Safety (EH&S) has developed the following task descriptions to guide campus departments in assigning responsibilities to DSCs. The language used is appropriate for insertion into job descriptions, a practice that can help clarify expectations for both DSCs and their supervisors.

Departments are encouraged to modify 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.

Assists department management by coordinating, implementing, and documenting the department's safety program. Specific actions include:

- Ensures **Department Safety Committee** meets at least twice a year with written minutes made available to department staff. Safety Committees in departments with labs or shops may meet more frequently (e.g. quarterly). Departments are encouraged to have safety committee meetings at a frequency and with a structure that is appropriate for them. To maintain effectiveness, safety committees should meet at least twice a year.
- Facilitates Safety Committee meetings and informs the Committee of current issues and recent injuries and incidents.
- Ensures timely investigation and documentation of all accidents and injuries by key personnel / supervisors.
- Communicates information on identified hazards, precautions, and required corrective actions throughout the department.
- Conducts or coordinates periodic workplace self-inspections.
- Maintains departmental safety postings.
- Assists in developing, implementing, and communicating departmental safety policies and programs.
- Coordinates environmental, health, and safety training for the department.
- Documents injuries, safety committee meetings, hazard corrections, and employee safety training.
- Coordinates responses to employee health- or safety-related complaints and concerns.

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- Acts as liaison between the department and EH&S in addressing issues such as hazard evaluations and appropriate corrective actions, unwanted hazardous materials, chemical emergency response, or drain disposal.
- Partners with and supports implementation of EH&S safety programs in their respective departments.
- Represents the department during inspections by regulatory agencies. Contacts EH&S to obtain a representative from that office for any inspections by regulatory agencies.
- Coordinates department submissions of chemical inventories to EH&S for annual updates and chemical relocations.
- Assists in developing, maintaining, and providing training on emergency plans affecting the department.
- Communicates with the Building Coordinator on facility issues related to safety and security.
- Forwards EH&S communications to the appropriate people in their department.

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. For help with assigning time allotments and otherwise modifying job descriptions, consult [Berkeley People & Culture](#).

For more information on DSC duties and other campus safety issues, **contact EH&S at ehs@berkeley.edu or 510-642-3073.**