

ADDITIONAL DUTY SAFETY OFFICER PROGRAM

Each department head shall appoint and train an Alternate Duty Safety Officer (ADSO).

ADSOs have a vital role in the management of the Department Safety and Health Program. They may be assigned a limited duty, such as ensuring records are maintained, or the duty of complete management of the department program. They have a key position, as their utilization by the Department Head is the cornerstone of a sound Risk Management Program on the campus. ADSOs may be assigned to committees, assist in accident investigations and provide department training. They are vital in corrective actions taken in the resolution of deficiencies. No safety and health program is complete without the effective utilization of Additional Duty Safety Officers. They are crucial in the role of maintaining compliance with standards and codes relating to Occupational Safety and Health, Fire/Life Safety, State Office of Risk Management (SORM), State Fire Marshall's Office (SFMO), Texas Department of Licensing and Regulation (TDLR) and Architectural Barriers (ADA). Verification of compliance shall be conducted during SORM Reviews and physical inspections. The ADSO will play a key role in the Building/Department Emergency Planning and implementation of building/department safety operating procedures, effective hazard reporting, safety suggestions, reduction of hazards in the workplace, departmental training specific to the department and tracking of deficiencies and corrective action in their area of responsibility

Department Heads are encouraged to utilize employee(s) that are reliable are motivated and committed to the program.

CREATING PROGRAM AWARENESS

- Program awareness is the most important method of creating a desire for participation. Although a Department Head may elect to manage all of the department's safety related responsibilities themselves, they must fully understand their responsibilities for safety program management; they most likely will appoint a department ADSO. It is the responsibility of the Risk Management Safety Specialist to create this program awareness and to explain the program to Department Heads and Supervisors.
- Ways to create program awareness are varied but a personal meeting with Department Head, explaining the appointment will benefit the overall safety program, will definitely sell the concept.
- Once awareness has been created, explain the appointment process and requirements.
- While the ADSO assists Supervisors and Department Heads, it remains the Supervisor or Department Head's responsibility to ensure that all employees fully adhere to Lamar University Risk Management policies and requirements for program documentation.

APPOINTMENT

- ADSOs are appointed by their respective Department Head/Supervisor and fill this position until transferred or reassigned. It is strongly recommended that the minimum assignment be not less than (1) year.
- Appointments are made by Inter-Office Communications from the Department Head to the Safety Specialist. This appointment must be kept on file by the Safety Specialist and used for development of the ADSO consolidated list. It will also be reviewed during the State Office of Risk Management Reviews.
- The Safety Specialist and State Office of Risk Management shall conduct initial training of the ADSOs. The completion of this training must be verified during Performance Reviews by the State Office of Risk Management.

CONSOLIDATED LIST

The Safety Specialist must maintain a current consolidated list of ADSOs. The list will be formatted so the ADSOs name, department of assignment, date of appointment, and date of training completion can be recorded.

TRAINING

ADSOs will receive First Aid/CPR/AED training to be provided by L.I.T
Fire Extinguisher and Emergency Procedures training provided by the Safety Specialist

1. The Safety Specialist will train ADSOs, (Orientation). This training must be completed within 30 days of assignment and maintained on file for review.
SORM will conduct 7 hour training with all ADSOs. This training includes a Basic review of essential safety elements expected in an effective, proactive Mishap prevention program. The four components covered are:
 - An overview of a safety program and the interaction of safety and applicable provisions of the Texas Workers Compensation Act. The focus is on prevention.
 - Hazard Identification: Identifying and reporting safety issues and concerns focusing on work conditions and work practices. The emphasis is again on prevention through motivation and involvement of all employees in identifying and reporting mishap potentials.
 - Mishap Investigation: which focuses on the human element in determining root cause(s) involved in a mishap. Several analytical models are introduced and the concepts applied through group exercises using a "thinking out of the box" approach.
 - Training: will learn how to implement and document functioning training modules that are customized to their area of responsibility.
2. Initial training consists of instruction leading to satisfactory completion of the ADSO Self Audit Checklist (attached). Once instruction is complete, the newly appointed ADSO must satisfactorily complete the ADSO Self Audit Checklist independently. The Safety Specialist initial training may also include additional curriculum as determined
3. The Safety Specialist will provide additional training each quarter on contemporary risk management topics. The additional training must support the needs of the campus and departments. Some of the methods to determine training needs are:
 - 1) Injury/Accident occurrences
 - 2) Hazard assessments
 - 3) Special Requests
4. Although quarterly training is required, monthly meetings are recommended and useful in many instances. Attendance during training sessions is expected to be 100 %.

ADSO RESPONSIBILITIES

ADSOs have varied duties. Some of these important duties are, but not limited to, the following:

- Assist the Department Head and Supervisor in carrying out assigned duties and responsibilities for occupational safety and health.

- Assist the Department head and Supervisor in the implementing of Building/Department emergency procedures, specific to their building and/or area of responsibility.
- Assist the Department Head and Supervisor in conducting Job Safety Analysis, job instructional training, and in the preparation of appropriate safe operating procedures (SOPs) and other safety directives.
- Assist in the establishment and maintenance of a Loss Control/Hazard Identification and Removal Program.
- Assist the Department Head, Supervisor, and Staff in the completion of injury reporting requirements for employees.
- Notify and assist the Safety Specialist in investigating injuries for their department.
- Conduct safety training for employees in their area of responsibility.
- Prepare safety program correspondence and maintain a file of all safety related incoming and outgoing correspondence.
- Suggest items for inclusion in the agenda of the Safety Committee Meetings.
- Maintain a close working relationship with the Risk Manager/ Safety Specialist, requesting assistance when needed and attending the ADSO meetings when scheduled.
- While the ADSO assists Supervisor and Department Heads, it remains the Supervisor or Department Head's responsibility to ensure that all employees fully adhere to the Lamar University Risk Management policies and requirements for program documentation.

RECORDS

- The Risk Management/Safety office will maintain a listing of ADSOs by name, department of assignment, date of appointment and date of training completion.
- The Risk Management/Safety office will maintain records of initial training and quarterly training by subject and date conducted.
- Training records will contain attendance rosters.
- ADSO training records must be retained for at least two years. Do not put these records in storage until verified during the State Office of Risk Management Review.

Legal Definitions

Supervisor - means a person who has charge of a workplace or authority over a worker. *This means all full and part time personnel, professors, and graduate student that oversee the work of at least one other person, or someone responsible for a designated area.*

Worker - means a person who performs work or supplies services for monetary compensation. *This means all full and part time personnel, professors, graduate student.*

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