

Department Chair Orientation

Environmental Health and Safety

Fall 2008

What Are Your Responsibilities?

The University's Strategic Plan looks toward creating an environment that protects and enhances our *reputation* and *assets* in a responsible and cost-effective manner.

Chairs, department heads and center directors have the following responsibilities, per University policy:

1. **Provide** an overall safe place for faculty, staff, and students within the unit's facilities.
2. **Make** written recommendations to the appropriate Dean, Provost or Vice President, who will review the issue posed, when correction of safety-related items or activities is beyond a department's purview. Notify the Environmental Health and Safety office of these safety-related items.
3. **Review** tasks annually to determine that appropriate safety issues, including safety equipment, are addressed. Refer issues as described in item 2.
4. **Ensure** that appropriate safety and operational procedures and records are prepared and disseminated.
5. **Ensure** that employees and students are trained in safety procedures, including new employee safety and health orientations.
6. **Ensure** that an audit is conducted on an annual basis following a standard checklist provided by the Environmental Health and Safety office.
7. **Document** to employee files incidences of noncompliance with departmental, environmental, safety and health rules, policies and procedures.
8. **Obtain** specific items, such as first aid kits, or provide information, such as chemical inventories, as requested in the general or specific safety programs.

Additional department chair tasks include:

- **Ensure** emergency planning for your department, including planning for continuity of communications and functioning, providing specific emergency supplies, and training staff.
- **Review** work-related injuries from faculty and staff within your unit.
- **Assign** an individual and back-up for first aid and CPR in your unit or arrange for another process for provision.
- **Comply** with office fire safety requirements including not overloading circuits and assigning personnel to turn off appliances.

Per University policy, department heads are to cooperate and follow **risk management guidance** and **loss control** procedures. This includes the following tasks:

- **Ensure** state-mandated review of all new employees and students who drive on behalf of WWU are on file.
- **Evaluate** all departmental international programs for proper preparation and planning.
- **Evaluate** all departmental internship programs for proper preparation and planning.
- **Ensure** all written contracts and agreements are vetted through Contract Administration.

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How Environmental Health & Safety (EHS) Can Help You

Please consider EHS personnel as your resource for information and services related to health, safety, environmental protection, risk management and workers' compensation.

We hope to partner with you to help you meet your responsibilities.

Contact EHS for Services such as:

- Fire safety evaluations
- Hazard assessments for specific teaching or research processes, protocols and projects
- Chemical, biological, radioactive materials waste management and incident response
- Questions about disposal of unwanted electronic equipment, refrigerators or other specific items
- Addressing employees and student workers who have received a work-related injury or illness and returning them to work
- Indoor air quality concerns which may impact members of your unit
- Employee ergonomic evaluations
- Training, programs or discussions related to emergency planning, health and safety, risk management, insurance, back safety and/or injury prevention

Contacts:

Health, Safety and Environmental Protection - Gayle Shipley, (360) 650-6512, gayle.shipley@wwu.edu

Risk Management - Paul Mueller, CPCU, (360) 650-3065, paul.mueller@wwu.edu

Workers Compensation & Ergonomics - Bruce Boyer, (360) 650-2947, bruce.boyer@wwu.edu

Office:

Environmental Health & Safety, Environmental Studies 72, MS-9070

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Web <http://www.wwu.edu/depts/ehs/index.shtml>

The Safety of our Students is Paramount.
**We encourage you to review new and ongoing
teaching, scholarship and community service activities
from the perspective of protecting our students.**

Identify, assess and mitigate student risks!