

## USC LANCASTER

### SAFETY AND ENVIRONMENTAL RESPONSIBILITIES, AUTHORITY AND ACCOUNTABILITY MECHANISMS

Position	Responsibilities	Authority	Accountability Mechanisms
<b>Campus Dean</b>	<ul style="list-style-type: none"> <li>• Implementation and review of the departmental policies and delegation of management responsibilities.</li> <li>• Ensure all regulatory compliance.</li> <li>• Employee, student and community welfare.</li> <li>• Performance of direct reports.</li> <li>• Provision and allocation of resources.</li> </ul>	<ul style="list-style-type: none"> <li>• The authority to make decisions and act on any matter of management for the department.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance reviews.</li> <li>• Disciplinary action.</li> </ul>
<b>Facilities Director</b>	<ul style="list-style-type: none"> <li>• Ensure areas of responsibility are compliant with legislation and departmental management policies relevant to activities conducted.</li> <li>• Performance and compliance of direct reports.</li> <li>• Participate in the monitoring and implementation of management systems for area of responsibility.</li> <li>• Allocating appropriate resources.</li> </ul>	<ul style="list-style-type: none"> <li>• The authority to make decisions and act on any matter of management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance reviews.</li> <li>• Disciplinary action.</li> <li>• Verification audits.</li> </ul>
<b>Safety Director</b>	<ul style="list-style-type: none"> <li>• Policy deployment for campus.</li> <li>• Ensure systems are implemented to address legislative compliance.</li> <li>• Ensure communication/consultative mechanisms are established.</li> <li>• Ensure appropriate training is provided.</li> <li>• Performance of direct reports.</li> <li>• Dedicating appropriate resources.</li> <li>• Ensure risk management activities are implemented within areas of responsibility including any site-specific measures required to eliminate or reduce risk in their area are identified, developed and implemented.</li> <li>• Ensure areas of responsibility are compliant with legislation and departmental management policies relevant to activities conducted.</li> <li>• Performance and worksite inspections of direct reports.</li> <li>• The provision of safe worksites and processes.</li> <li>• Ensure appropriate training is provided.</li> <li>• Implement corrective actions as a result of hazard/incident analysis and reports.</li> </ul>	<ul style="list-style-type: none"> <li>• The authority to make decisions and act on any matter of management within their area of responsibility.</li> <li>• The authority to make decisions and act on any matter of management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance reviews.</li> <li>• Disciplinary action.</li> <li>• Verification audits.</li> <li>• Performance indicators.</li> <li>• Hazard and incident reporting.</li> <li>• Performance reviews.</li> <li>• Disciplinary action.</li> <li>• Verification audits.</li> <li>• Performance indicators.</li> <li>• Hazard and incident reporting.</li> </ul>

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<b>Supervisors</b>	<ul style="list-style-type: none"> <li>• Ensure that areas under their control are without risk to health and safety of occupants.</li> <li>• Ensure areas of responsibility are compliant with legislation and departmental management policies relevant to activities conducted.</li> <li>• Performance of direct reports.</li> <li>• Identification of hazards, assessment of risk control in the workplace.</li> <li>• Reporting health and safety and environmental risks or difficulties to senior managers or the Safety unit.</li> <li>• Assist individual employees to improve safety performance.</li> <li>• Ensure all hazards and incidents are reported and corrective actions implemented via departmental policy.</li> </ul>	<ul style="list-style-type: none"> <li>• The authority to make decisions and act on any matter of management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance reviews.</li> <li>• Disciplinary action.</li> <li>• Verification audits.</li> <li>• Performance indicators.</li> <li>• Hazard and incident reporting.</li> </ul>
<b>All Employees</b>	<ul style="list-style-type: none"> <li>• Are required to take reasonable care of themselves and others in the workplace.</li> <li>• Have a responsibility to cooperate with management and staff with safety activities.</li> <li>• Have a responsibility to comply with relevant legislation and departmental management policies as appropriate.</li> <li>• Must not bypass or misuse systems or equipment provided for safety or environmental purposes.</li> <li>• Must report any unsafe conditions which come to their attention and address where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• The authority to make decisions and act on any matter of management within their area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance planning stages.</li> <li>• Hazard and incident reporting.</li> <li>• Local area supervision.</li> <li>• Performance management procedures.</li> </ul>
<b>Safety Department</b>	<ul style="list-style-type: none"> <li>• Developing and communicating occupational health, safety and environmental policies, procedures and programs to the University community, and for ensuring that such policies are disseminated, implemented, evaluated and improved.</li> <li>• Communication to, and the education of, the Department regarding its obligations in occupational health, safety and the environment.</li> <li>• Ensuring regular, systematic safety and environmental audits of the Campus for compliance with legislated and Departmental standards.</li> <li>• Supporting the safety responsibilities of all Units by assisting in identifying and resolving health, safety and environmental problems.</li> <li>• Evaluating and reporting on the status of compliance with standards, provision of technical advice where appropriate, and recommendation of required remedial actions</li> <li>• For recording, analyzing and reporting departmental incident and hazard performance.</li> </ul>	<ul style="list-style-type: none"> <li>• These positions have the authority to make decisions and act on safety or environmental matters in any area of Facilities operations.</li> <li>• They are to do so in consultation with management and within the safety requirements for the area including any regulatory requirements.</li> <li>• Stop work or operations at any time when potential immediate danger to life and health or the potential for significant environmental impact is observed.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and environmental performance reporting - internal and external.</li> <li>• System audits.</li> <li>• Facilities strategic planning.</li> <li>• Performance management procedures.</li> </ul>

Position	Responsibilities	Authority	Accountability Mechanisms
<b>Contractors</b>	<ul style="list-style-type: none"> <li>• Follow University policies and procedures including the University's Contractor Safety program.</li> <li>• Contractors must comply with all relevant safety and environmental legislation, standards and codes of practice.</li> <li>• Contractors must not, through their acts or omissions, do anything that could put at risk their own health or safety or that of University staff, students or visitors.</li> <li>• Contractors must not, through their acts or omissions, do anything that could risk significant negative impact to the environment.</li> </ul>	<ul style="list-style-type: none"> <li>• These positions have the authority to make decisions and act on safety matters within the contractor's area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Contractor performance report.</li> <li>• Hazard and incident reporting guidelines.</li> <li>• Contractor/University project meetings.</li> <li>• Contractor monitoring processes.</li> </ul>