



DEPARTMENTAL SAFETY PROGRAM ADMINISTRATOR

THE ROLE AND RESPONSIBILITIES OF THE DEPARTMENTAL SAFETY PROGRAM ADMINISTRATOR

Deans, Directors or Heads of Units have the primary responsibility for the safe and compliant operation of their units. This management function may be delegated by the Dean, Director or Head to a faculty member or M&P staff member who will act as the Departmental Safety Program Administrator (DSPA). The Dean, Director or Head retains responsibility for the performance of the safety programs and the activities of the DSPA.

The role of the DSPA is:

1. Act with the authority of the Dean, Director or Head in the day to day safety management of the department and act as the department liaison with the HSE Department.
2. Develop, maintain and oversee the distribution of the departmental safety Program Manual with the assistance of HSE staff.
3. Ensure that safe work procedures are developed and enforced.
4. Develop the safety inspection protocol for the department. Defining the inspection areas, preparing the inspection check sheets and developing reporting procedures.
5. Review all accident investigation reports and take preventative measures to prevent reoccurrence.
6. Facilitate the formation of the departmental safety committee by assigning management staff, facilitating the selection of worker representatives. Support the activities of the committee, monitor their effectiveness and on behalf of the Dean, Director or Head respond to committee recommendations.
7. Monitor the overall safety program performance, including inspection frequency, quality and corrective actions. Meet regularly with the Director or Head to report activities and the status of the program.

The DSPA acting for the Faculty of Earth and Ocean Sciences is Ms. Marcia Lang, Manager, Administration (822-2789).

Marcia Lang has agreed to fulfill the role and responsibilities of a DSPA on behalf of Dr. R. M. Ellis, Head of Earth and Ocean Sciences.