



Safety and Emergency Management Office Charter

OBJECTIVES

- ② To educate and foster training among all School faculty, staff and students in the multiple aspects of health and safety
- ② To ensure universal compliance with all University and governmental health and safety policies, regulations, and guidelines
- ② To serve as a resource for departmental personnel in accomplishing these tasks
- ② To facilitate resolution of health and safety problems and to serve as the School's representative for all health and safety related incidents
- ② To achieve these objectives, the School of Medicine's Health and Safety Programs Office is designed to:
 - Clarify, strengthen, and develop relationships within University and Medical Center administrative and health and safety departments;
 - Identify and communicate lines of authority and responsibilities within the School and department as they relate to the implementation of the Health and Safety Program;
 - Establish the Office of the Dean as the locus for the Program's development and administration in close collaboration with the School's Executive Committee. In this capacity, the Health and Safety Programs Office will be a resource for the School on health and safety matters and will serve as the School's liaison with the greater University community and relevant external parties.

PROGRAM COMPONENTS

The following components are designed to achieve universal and uniform departmental compliance with health and safety policies, regulations and guidelines established by the University, governmental authorities, insurers, and Dean's office.

1. Health and Safety Program Development

In consultation with Department Executives and the University, the Dean will determine lines of authority and accountability for developing and implementing the policies and procedures of the School's Health and Safety Program.

2. Communications

To ensure accuracy, consistency, and visibility, the School's Health and Safety Programs Office will develop and disseminate or approve distribution of all health and safety communications including University policies, hazard alerts, inspection guidelines, and regulatory updates.

3. Departmental Safety Leadership

Each department will designate a Health and Safety Leader (typically the DFA), identify a Health and Safety Contact and an Emergency Coordinator. These roles are critical and the department must notify the School's Health and Safety Programs Office if there are any changes.

We will assist in the training and development of individuals in departmental safety leadership roles.



Working with the PI's and Lab Coordinators, these leaders will facilitate the safe conduct of research and

- Ensure compliance with all health and safety policies and procedures
- Implement and monitor training and education programs
- Administer the department's Laboratory Safety Program
- Maintain accurate chemical inventories
- Identify problems through scheduled periodic inspections and recommend solutions.

4. Consultations

Safety professionals from the School's Health and Safety Programs Office and University's Environmental Health and Safety Department will be available to provide technical consultation to help departments with their health and safety needs.

5. Departmental Emergency Plans

The School's Health and Safety Programs Office will assist departments in establishing effective and consistent emergency plans and associated support systems. We will also schedule periodic evacuation drills for buildings or departments.

A Satellite Operations Center (SOC) will be maintained in the Medical School Office Building (MSOB) to provide assistance and coordinate School and departmental response in the event of an earthquake, fire, or other disaster.

6. Orientations

The School's Health and Safety Programs Office will provide orientation for all current and new faculty, staff, and students. Programs will include general principles of health and safety, the School's Health and Safety Program, individual and supervisory responsibilities, emergency planning, relevant legislation, and other pertinent information.

7. Training: Skills Enhancement

The School's Health and Safety Programs Office will coordinate the development and implementation of training curricula targeted at specific audiences. Departments will be responsible for documenting all required training and training their personnel on specific research techniques, procedures, and equipment used in their department.

8. "Walk-through" Evaluations and Inspections

The School's Health and Safety Programs Office will organize and coordinate announced "walk-through" evaluations and inspections for individual departments at their request. Time permitting, we will also conduct inspections prior to visits by regulatory authorities.

9. Proposals and Plans Review: Renovations and New Construction

Safety professionals from the School's Health and Safety Programs Office and University Environmental Health and Safety Department will provide technical consultation for the development, evaluation, and documentation of proposed renovations and new construction, including their impact on adjacent areas. Activation and deactivation consultations will be provided to all departments for laboratory and administrative areas upon request.

10. Monitoring

The School's Health and Safety Programs Office will assist in the development of department-based programs of routine health and safety monitoring. The structure and staffing of these programs will be developed so as to complement the monitoring and inspection programs of the University, its insurers and local, state, and federal agencies (e.g. Santa Clara County Health Department, Palo Alto Fire Department, Cal/OSHA, EPA).