**FSE Office of Health and Safety (OHS) Guidance on Overall Safety Roles – draft 1**

*Does everyone in an organization really have a role in safety?*

In a very real way, we are all responsible for making good decisions about our safety and the safety of those around us. It has also been well established in the literature that the overall safety culture of a group is dependent on everyone’s roles and responsibilities for safety. So, yes.

*Besides these general roles for oneself and others around, who has what specific safety roles?*

Let’s take a look at these safety roles within FSE. This isn’t meant to cover or to change anyone’s job description. It merely provides guidance on who does what relative to safety in FSE and ASU.

*The Dean*

The Dean has the ultimate responsibility to set the tone and culture for our collective safety and health. If there are concerns that can’t be decided at a lower level, the Dean will make the final decision. The Dean also will take FSE issues to others within ASU as necessary.

*Vice Dean of Research and Innovation (VDRI)*

In the past, the FSE OHS has historically reported to the Associate Dean of Research – now the VDRI. The VDRI was responsible to provide direct support to the OHS as necessary and may also assess the safety needs of our research efforts.

*Vice Dean of Academic and Student Affairs (VDASA)*

The VDASA provides support and guidance for all issues with ASA. The VDASA will get involved as necessary to resolve safety or health issues for ASA programs.

*Vice Dean of Faculty Administration (VDFA)*

The FSE OHS now reports to the VDFA. The VDFA is responsible to provide direct support to the OHS as necessary and may also take FSE issues to others. The VDFA is available to provide support and guidance for issues related to faculty and/or staff.

*Assistant Dean of Facilities* *(ADF)*

The ADF provides leadership on our labs and other spaces. This includes the life cycle from a lab’s design and construction through its use and ultimate closing. The ADF runs the bi-weekly FSE Projects meetings on lab and space construction projects. The ADF is our primary liaison on space issues.

*School Directors*

The six School Directors provide leadership on all safety and health issues within their School. They are often called upon as the arbiter to make decisions for their School.

*School Business Operations Managers (BOMs)*

Each of the six School’s BOMs fulfill many administrative functions relative to safety. These include purchases of chemicals and equipment, Minors in Labs requests, ergonomic evaluations process, etc.

*Faculty*

Faculty play the most critical role for the safety and health of their lab as Principal Investigator (PI). When teaching, safety should be integrated into the curriculum.

*Student Engagement Office*

The Student Engagement Office staff’s safety role is mostly for the Fulton Student Org’s (FSOs), FURI, and other programs.

*Academic and Student Affairs (ASA) Staff*

Other ASA staff are responsible for coordinating and monitoring the safety in their areas (e.g., 3D Print Lab, FSO’s spaces, etc.).

*Event Leaders and Coordinators*

Event leads should follow the process in our Guidance on Event Safety including the Special Events Permit process and developing our Event Safety Plan.

*Lab Managers (and similar staff)*

Lab Managers play a vital role for a School as described in Guidance on Research Lab Management and Managers. They are the staff who is/are most familiar with that School’s various research labs, the researchers, their processes, chemicals, and needs. They are our eyes and ears as well as providing important safety oversight and services for the School’s labs.

*Teaching Assistants (TAs)*

TAs are responsible for the safety in the class and lab they teach as described in Guidance on Academic Lab Management and Managers. TAs provide supervision, mentoring, guidance, proper practices, etc.

*Facilities and Construction Office*

The Facilities and Construction Office consists of a Project Manager who manage our labs and other spaces and infrastructure. They work closely with our OHS on a regular basis.

*Office of Health & Safety (OHS)*

The FSE OHS is part of our Dean’s Office. Within the OHS are the Assistant Director for Safety Programs (ADSP) and our Chemical Safety Specialist (CSS). The ADSP has the highest day to day responsibility for FSE’s safety implementation. The ADSP coordinates, facilitates, and promotes our safety culture. The CSS performs many of the day-to-day lab safety functions including Prior Hazard Assessments (PHAs), lab SOPs, training, etc. Both sit on the EHS Lab Operations Safety Team (LOST), CSSER Strike Hearing Committee, and other teams and groups.

*Environmental Health & Safety (EHS) Dept.*

ASU’s EHS Dept. is ultimately responsible for all health and safety at ASU. They provide oversight and policy development. Our OHS is supported by ASU’s EHS Dept. EHS has many sub-groups including Biosafety, Fire Marshal, Haz Waste, OSHA, Radiation, Environmental, etc.

*Risk Management and Emergency Services Office*

Risk Management provides ultimate oversight on issues of relative risk and decision making. In addition to risk reports, they provide our insurance services coordination, waivers, etc. They work with EHS on many issues. Emergency Services coordinates our collective efforts on preparing and responding to emergencies on campus. They work with our Police, Health Services, and local Fire, Police, and EMS.

*Office of General Counsel (OGC)*

The OGC attorneys provide legal counsel to all programs as needed including issues of safety or risk.

*ASU Police Dept.*

Our Police provide community safety and security services including responding to building alarms.

*ASU Health Services*

Health Services provides medical needs as well as guidance on public health issues.

*Facilities Management (Facman)*

Facman is responsible to ensure the safe operations of ASU’s facilities including fume hoods, ventilation, heating and cooling, power, exits, lighting, elevators, stairs, etc.

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