



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 60.29: Departmental Safety Officer Supplemental Compensation

DATE: May 5, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide guidance for the provision of supplemental compensation for departmental safety officers.

REVIEW: This OP will be reviewed in May of every fourth year by the Assistant Vice President for Research (Environmental Health & Safety) with substantive revisions forwarded through the Associate Vice President for Research (Responsible Research) to the Vice President for Research and Innovation.

POLICY/PROCEDURE

1. Intent

The intent of this OP is to provide compensation for the work of department safety officers (DSOs). This work was previously assigned and not compensated or described in the position description of the appointed DSO. This has created difficulties with active participation in safety programs from these positions and, in turn, from the departments, colleges, or institutes they represent. It is vital that Texas Tech University Environmental Health & Safety (TTUEHS) has a department- and college-level point of contact to implement university-wide safety programs at the college, department, and laboratory/studio level. In addition, many of the DSOs are faculty who are not compensated during the summer months when TTUEHS and compliance committees need to perform many critical safety audits and corrective actions for programs.

2. Administration

This supplemental compensation would be an annual \$1000 payment provided by TTUEHS funds to each of the DSOs in September. This payment would go to a single DSO from each listed department or institute who 1) was appointed by the department chairperson or college dean, 2) is from the department listed below, 3) has served in the role for at least six consecutive months, 4) is in good standing with TTUEHS with respect to the responsibilities and duties identified by the departmental safety plans and programs, 5) during the preceding year actively participated in biannual DSO meetings or met with TTUEHS personnel directly to receive meeting information, and 6) whose primary job description does not include safety.

Department Safety Officers are required from the following areas:

Department of Biological Sciences

Department of Chemistry and Biochemistry

Department of Environmental Toxicology

Department of Geosciences

Department of Kinesiology and Sport Management

Department of Physics

Department of Agricultural Education and Communications

Department of Animal and Food Sciences

Department of Natural Resources Management

Department of Plant and Soil Science

Department of Chemical Engineering

Department of Civil, Environmental and Construction Engineering

Department of Electrical and Computer Engineering

Department of Mechanical Engineering

Department of Industrial Engineering

Department of Petroleum Engineering

Department of Nutritional Sciences

School of Art

College of Architecture

[Attachment: Duties of Department Safety Officers](#)