After several meetings and much discussion the Safety Committee is responding to your request for recommendations to improve safety procedures, training and documentation within the college. We have considered the diversity of job safety requirements (labs, offices, shops, farms) and job locations (campuses, R&E centers, farms, field sites) in developing our recommendations. We look forward to discussing these recommendations with you at your convenience.

The committee recommends the following:

1. **We recommend there be a safety section included in the CAHNRS New Faculty Orientation where it would be made clear what the faculty responsibilities are for safety, training, and documentation in their research programs.** At least some of the training could be provided by EH&S in the orientation sessions. Our hopes are that new faculty will recognize from the beginning that they are responsible for the safety requirements of their research programs and will carry that forward during the rest of their careers in CAHNRS.

2. **We recommend that resources be provided to develop and deliver online safety training for employees.** This would be similar to the sexual harassment & discrimination training that we have all had. This allows the PI responsible for the safety training more flexibility in delivering the training to (and documenting the training of) the employee. It also allows the employee or student to easily follow what training is relevant to him or her. Though the level of training is up to the PI, it is strongly urged that the PI have some method of measuring competence before the employee is allowed to perform tasks for which he or she is trained. Where training is needed for a shared space, not under the direct supervision of any one PI, (autoclaves, fields, greenhouses, etc.) the department responsible for these areas should coordinate and provide the responsible PIs with record of the employee training upon its completion. The training would be most useful if developed for each department with their specific needs; however, if the training covers interdepartmental shared space (e.g. autoclaves), there should be at a minimum, a consensus between departments about the level of training the employee will receive. The documentation needs to be brought back to the PI, and stored in the employee’s file for future reference.

3. **We recommend a safety “checkbox” should be included in the annual review of faculty and Department Chairs.** The box could be checked if the Faculty/Chair/Department has completed the annual safety assessment, and show that their employees/students have documented safety training. In the past there has not been documentation of safety compliance to this degree at the department level.

4. **We recommend that tenure track faculty members serve as chair and vice-chair of the CAHNRS Safety Committee on a rotating departmental basis.** This is an opportunity for education for each department, and larger support for each departmental safety committee. The committee assumes that the vice-chair will chair meetings in the absence of the chair, and will assume the role of chair after one year. This new arrangement will probably require changes to the Safety Committee bylaws.

5. **We recommend the creation of a CAHNRS Safety Compliance Officer (SCO) position.** The SCO will work with departments and R&E Centers to help those groups with the implementation and
documentation of their safety programs. The SCO would oversee the implementation of new safety recommendations. The SCO would serve as the CAHNRS representative to the University Health & Safety and the Emergency Management committees.