APPENDIX I: Language to Use for Designing a Job Description

Continuous Improvement Language:

All Employees:
Commit to learning about continuous improvement strategies and applying them to everyday work. Actively engage in University continuous improvement initiatives.

Supervisor:
Encourage continuous improvement practices among employees.

Director-Level & Higher:
Encourage continuous improvement practices among employees. Commit to applying continuous improvement strategies to strategic goals and leadership skills.

Training Requirements: What university-required training is necessary for the person in this position?

Examples:
Sexual Harassment Training
Annual Data Security Training
MIOSHA Safety Orientation
Other MIOSHA Required Training
RCR
IRB
Animal
Human Subject
Advance
Van Training
Other

Personal Protective Equipment (PPE): Will any personal protective equipment be needed as a requirement to perform this job? If yes, please list/describe.

Examples:
Safety Glasses
Helmet
Respirator
None

Safety Language:

ALL EMPLOYEES:
Job Duties and Responsibilities:
MANDATORY (At least one)
- Apply safety-related knowledge, skills, and practices to everyday work.
- Integrate safety practices into daily activities.
OPTIONAL
- Cooperate with safety personnel.
- Follow all written and oral safety instructions.
- Report all safety-related concerns to supervisor.
Knowledge, Skills, and/or Abilities:
MANDATORY
- Demonstrated commitment to contribute to a safe work environment.

SUPERVISOR (Functional & Administrative)/Manager/Faculty/Director/Dean/Department Chair/Executive:
Job Duties and Responsibilities:
MANDATORY (At least one)
- Provide leadership to foster a culture of safety; promote safety through actions, communication, and training.
- Identify safety-related knowledge, skills, abilities, and training needed for positions and opportunities for continuous learning and improvement of safety.
- Assess effectiveness of safety measures and training and implement necessary changes. Anticipate and recognize problems and potential problems at the individual and system levels.
- Communicate position requirements for training needs to appropriate personnel to gain necessary resources. Ensure that employee training records are maintained.

OPTIONAL
- Ensure compliance with all applicable university, state, and federal safety regulations.
- Demonstrated understanding of university, state, and federal safety requirements and expectations.
- Recognize and respond appropriately to potential and actual unsafe situations.
- Initiate accident/incident/near-miss investigation process.
- Carry out workplace and task hazard identification and risk assessments.
- Monitor and review workplace safety strategies and accountabilities and implement appropriate changes.
- Identify specialized project risks.
- Develop and document action plans for responding to disasters and other emergencies.
- Provide support to incident command operations to manage responses to disasters and other emergencies.
- Analyze adverse event and near misses and provide examples on how future events could be avoided.

Knowledge, Skills, and/or Abilities:
MANDATORY (At least one)
- Demonstrated commitment to a culture of safety by having established safety as a key professional value and essential component of daily practice.
- Demonstrated leadership of safety principles and practices.

DIRECTOR-LEVEL & HIGHER:
Job Duties and Responsibilities:
OPTIONAL (recommended)
- Ensure adequate monitoring and resources to provide for safety compliance.
- Ensure compliance with all applicable university, state, and federal safety regulations.
- Promote the creation, dissemination, application, translation, and implementation of safety knowledge and best practices.
- Develop and document action plans for responding to disasters and other emergencies.
- Provide support to incident command operations to manage responses to disasters and other emergencies.
- Analyze adverse event and near misses and provide examples on how future events could be avoided.
- Anticipate and recognize problems and potential problems at the individual and system levels.

Knowledge, Skills, and/or Abilities:
OPTIONAL
- Demonstrated understanding of the organizational roles and responsibilities for safety among management, supervisors, and employees.