

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:

Every employee at Michigan Technological University will receive the following three trainings; additional training may be required by the department.

Required University Training:

- Employee Safety Review
- Anti-Harassment, Discrimination, Retaliation Training
- Annual Data Security Training

Background Check:

Offers of employment are contingent upon and not considered finalized until the required background check has been performed and the results received and assessed.

Other training which may be required for the department/position may include:

Examples:

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.

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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.