

Job description for group safety representatives (GSR) at ETH

Supplementary components of the existing job description

In order to create uniform regulation at ETH Zurich, the organizational units of the GSR (OU; professorships, platforms, institutes, etc.) each require a job description. The tasks listed in the document apply to all GSRs at ETH Zurich. These are general tasks in the area of occupational safety and health protection. Other specialists in the area of biosafety, laser safety, etc. require their own specific job descriptions.

Objective:

The SSHE advises and supports the head of the OU (= has employer obligations) regarding occupational safety and health protection (OSHP) in his/her institutes/research areas. He/she is the single point of contact for the employees of the OU and ensures contact, if necessary, with the specialists of the SSHE. The ultimate responsibility for health and safety remains with the employer.

Tasks (on behalf of the head of the OU):

- Creates a group-specific safety concept (SaCo) with the head of the OU, reviews and updates it regularly (annually or in the event of changes to activities of the group or administrative/organizational changes).
- Obtains the necessary information from the head and members of the OU, e.g. on planned projects or activities, and keeps them informed of updates to the SaCo.
- Contacts SSHE regarding the involvement of occupational safety specialists (ASA).
- Advises and supports the head of the OU with the introduction of new members of the organizational unit regarding OSHP (occupational safety and health protection).
- Plans and coordinates the instruction/training of OSHP (e.g. reference to SSHE course calendar).

- Documents who, when, by whom and about what has been instructed or trained/instructed with regard to OSHP. Exceptions to this are radiation protection, laser protection, biosafety; the documentation of these activities is a legal task of the StSV (Radiation Protection Ordinance), among others.
- Participates in the procurement or construction of safety-compliant work equipment, e.g. involvement of purchasing coordination or special companies (system integrator/ machine construction companies)
- Plans the maintenance of work equipment
- Is the person of contact person during controls, audits and inspections
- Advises the members of the organizational unit on the proper use of work equipment and PPE (Personal Protective Equipment), if necessary, with the assistance of external occupational safety specialists (ASA)
- Controls (proportionally) the compliance with the safety rules and the effectiveness of the protective measures and protective devices
- Plans and conducts risk assessments (or has them conducted), documents the results, and regularly reviews that they are up-to-date. Involvement of the SSHE if required
- Plans, implements, initiates and documents the safety measures taken
- Participates in the training and further education offered by the SSHE

The head of the OU supports the GSR in his/her role and provides him/her with the necessary and required working time.

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Version: 18.04.2023