

## ChE Graduate Student Organization (GSO) Safety Officer Responsibilities

Serving as the GSO safety officer is a great way to formally get involved with safety in our School and be the bridge between the ChE graduate student community and the ChE Safety Committee. Once elected, the GSO Safety Officer typically serves in this position for a period of one year. Some of the GSO Safety Officer's responsibilities are:

1. *Serve as a Member of the GSO Executive Committee*
  - a. As a general member of the GSO executive committee, the GSO Safety Officer will attend bi-weekly meetings and help with general GSO events. The biggest of these events are Symposium (job fair) and Colloquium (grad recruitment). The President will take the lead on these events and give details on what specifically needs to be done.
2. *Serve as Voting Member of the ChE Safety Committee*
  - a. The GSO Safety Officer will contact the ChE Safety Committee Chair, currently Dr. Gabriela Nagy to be included on the ChE Safety Committee communications and to get access to the ChE Safety Committee's shared Google drive.
  - b. The GSO Safety Officer will serve on the ChE Safety Committee for the tenure in this office and the [Responsibilities of graduate student members of the ChE Safety Committee](#) will apply.
  - c. The ChE Safety Committee meets once a month for about 1 hour. Approximately 1 week before meetings, the GSO Safety Officer should email all graduate students to ask for any safety related issues that should be brought into the committee meeting for discussion/resolution. The GSO Safety Officer can use the email lists specifically for PhD students, MS students, and post docs to send the email directly without having to go through the Graduate Office (i.e.: Bev Johnson). The safety concerns/issues can be reported via 3 channels:
    - i. The School's official [Report a Safety Concern in FRNY](#) button
    - ii. The [GSO Anonymous Poll](#) –coordinate with the Student Advocacy Officer to get the reported issues.
    - iii. By emailing the GSO Safety Officer directly
  - d. The items reported via channels (ii) and (iii) above should be presented in the meeting without mentioning any names to maintain impartiality when judging safety issues. If there is ever an issue regarding identity, the issues should be discussed privately with the ChE Safety Committee Chair and then as needed with the Graduate Office Administration and the Student Advocacy Officer.
  - e. After the meeting minutes are released, The GSO Safety Officer will follow up with the grad students/master students/postdocs about the key takeaways from the meeting related to the concerns submitted for discussion. Include the ChE Safety Committee Chair on your communication.

- f. The safety committee also develops and approves “Safety Moment Slides” that are shared before the regular graduate seminars. The GSO Safety Officer is responsible for coordinating this and ensuring a safety moment slide is displayed 10 minutes before the seminar begins. The chosen slide should be emailed to the administrator (currently Joshua Gonzales) and the faculty member hosting the speaker a few days before the seminar. Some seminars are bigger events which will not allow for the safety moment to be displayed.
3. *Chair of “Chemical Engineers for Safety Seminar” (ChESS)*
    - a. “ChESS” is a graduate student led educational program that hosts a few seminars/webinars on safety each semester. The ChE Safety Committee Chair (Dr. Gabriela Nagy) is the advisor for this program.
    - b. The GSO Safety Officer will assemble a team/committee (3-5 members) from diverse research areas to bring in different perspectives on safety issues and to help with developing a program for the academic year. Dr. Nagy is a member of this committee and can help with assembling the committee if needed.
    - c. ChESS will offer 1-2 seminars and 1-2 webinars per semester. Ideas for seminars include, but are not limited to: panel discussions with grad students and/or professors, invited speakers from Purdue (e.g. from EHS) or from industry to talk on a relevant safety topic. For webinars, target lab safety related webinars (there are many free online webinars offered by ACS or AIChE).
    - d. The organizing committee will reserve a room, order food, make a poster (there are examples available), and advertise the event (Dr. G. Nagy will send the email to the School).
  4. *GSO Safety Events*
    - a. The GSO safety event typically offered every semester is the *Office Clean Up*. The GSO Safety Officer will work with Jason Davenport to secure cleaning supplies for the event.