



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

MANUAL OF PROCEDURE HEALTH & SAFETY OFFICER



Manual of Procedure | Health & Safety Officer

Description

The Health and Safety Officer works to foster a culture of healthy behaviors, provide opportunities for members to develop positive decision-making skills, and oversees the execution of safe chapter events and activities. This officer will be the primary person responsible for ensuring that the Health and Safety Policy and relevant Federal, State, and Campus rules are followed for all fraternity events and activities. This officer is also responsible for ensuring all members, pledges, and alumni in attendance understand the relevant policies, rules, and laws pertaining to a given event or activity of the chapter.

Qualifications to Hold Office

1. Must not concurrently hold the office of MA, VMA, or MC while holding the office of Health and Safety Officer. Preferred to not overlap with other offices.
2. Is elected for a term of one year.
3. A member in good standing for at least 1 year prior to taking office. This officer needs to have seen and understand how events in the chapter run from the viewpoint of a member in order to be successful.
4. Knowledgeable of university policies related to risk reduction at chapter events.
5. Fully understands the Fraternity's Health and Safety Policy and Philosophy and relevant university policies.

Suggested Qualifications to Hold Office

1. No previous behavior that would be in violation of the Fraternity's Health and Safety Policy, campus policy, or applicable laws
2. Working knowledge of appropriate resources and offices at the host institution
3. Ability to hold others accountable
4. Ability to delegate tasks and projects to other team members
5. Ability to facilitate difficult conversations
6. Ability to maintain a personal organization system
7. Ability to plan and implement a thorough officer transition
8. Ability to manage time effectively
9. Ability to communicate both verbally and in written form
10. Ability to manage conflict effectively



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Duties

Constitution and Bylaws | Article IV, Section E, 8

The Health and Safety Officer shall:

- a. Be familiar with the Health and Safety Philosophy and Health and Safety Policies of Alpha Chi Sigma.
- b. Be familiar with campus, local and national policies and regulations as they relate to the chapter.
- c. Be a member of the Chapter Conduct Committee.
- d. Assist with planning chapter events to ensure compliance with all policies and regulations.

The Collegiate Chapter Conduct Process is outlined in Bylaw II.

The Health and Safety Officer also needs:

OFFICER LEADERSHIP

1. Communicates and builds support for the shared vision facilitated by the Master Alchemist
2. Establishes a strategy for their office that aligns with the chapter's overall vision
3. Develops S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, Timely) goals for their office that will achieve their strategy
4. Promotes compliance with all Alpha Chi Sigma policies and Philosophy

ADMINISTRATIVE SKILLS

1. Assists with the distribution of the Health and Safety Policy documents to pledge classes each semester
2. Prepares an officer notebook for their position specific to the chapter and the transition of their successor

POLICY KNOWLEDGE

1. Knowledgeable of campus policies related to risk reduction at chapter events
2. Fully grasps and understands the Fraternity's Health and Safety Policy and Philosophy and relevant university policies

PROGRAM PLANNING

1. Works with committee and other appropriate officers to develop a comprehensive risk reduction and crisis management plan
2. Works with Social Chairperson and other officers to ensure all chapter events comply with the Health and Safety Policy.



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PROGRAM EXECUTION

1. Educates all members on Alpha Chi Sigma's Health and Safety Policy and any relevant campus policies each academic term
2. Schedules and organizes the required educational workshops/seminars or promotes attendance to related campus programs
3. Educates all members on the chapter risk reduction and crisis management plan each academic term
4. Periodically inspects chapter facility of possible hazards, identifying and repairing any deficiencies in chapter-wide implementation of the Health and Safety Policy

RESOURCE AWARENESS

1. Is aware of the Health and Safety Officer Manual of Procedure
2. Effectively navigates the Fraternity website to find needed resources
3. Is aware of how and when to contact the District Counselor

Reporting

The Health and Safety Officer should report any conduct proceedings to the DC and GCA. These should be reported when they begin as well as after a decision has been made by the conduct committee.

Meet with your successor

When a successor has been elected, the Health and Safety Officer should meet with the new Health and Safety Officer to review any ongoing chapter issues, plans for future training for the chapter, and to share resources.