

Safety officer

One of the tasks of the General Staff Council (GPR) is occupational health and safety, as this affects all status groups at the university. In order to ensure and improve occupational health and safety, the legislator has introduced safety officers (§ 22 SGB VII).

Who are safety officers?

Safety officers are colleagues in the respective departments who carry out this task voluntarily and on a voluntary basis during their working hours. In accordance with Section 11 of the Occupational Safety Act (ASiG), they are members of the Occupational Safety Committee (ASA) and work together with the occupational safety specialists and company doctors.

What do safety officers do?

They support supervisors and employees in their areas in implementing measures to prevent accidents at work, occupational illnesses and work-related health hazards.

Further tasks:

- Contact person and multiplier in your own area for safety-related issues
- Reporting to superiors in the event of deficiencies in safety equipment or problems in occupational health and safety
- Participation in quarterly meetings of the health and safety committee (ASA)
- Acting as a role model through own actions

However, these activities do not result in any greater responsibility compared to any other employee and therefore no additional liability risk. They are also not authorised to issue instructions or supervise others. This is still the responsibility of managers.

How do I become a safety officer?

If you would like to become a safety officer, please contact our safety department.

Safety officers are appointed in writing by the Chancellor with the involvement of the General Staff Council.

Qualifications

Regular qualification seminars are organised by the Brandenburg Accident Insurance Fund. The University of Potsdam will pay for any further training required for the job.

Time required

The time commitment is relatively low. This includes, for example, one day of basic qualification, quarterly ASA meetings and some time to read the accident prevention regulations (DGUV, ASR and similar).

Tasks of the General Staff Council (GPR)

1. **Representing the interests of employees:** The GPR represents the interests of employees with regard to occupational health and safety. This serves to protect the interests of employees in the area of occupational health and safety. Through its active participation, it contributes to the creation of safer and healthier workplaces.
2. **Co-determination:** The GPR has a say in the selection and appointment of safety officers. This means that it must be involved in the selection of persons.
3. **Right to be consulted:** At the request of the GPR, the employer is obliged to consult the GPR before appointing, dismissing or changing the number of safety representatives and to discuss the proposed decision with the GPR.
4. **Tasks:** The GPR shall check whether the number of safety officers is appropriate to the operational circumstances and size of the company and whether they have sufficient time and resources to fulfil their duties.
5. **Qualifications:** The Staff Council ensures that safety officers regularly receive the necessary training to enable them to fulfil their duties effectively.

Summary:

The staff council has an important say in the appointment of safety officers. Its involvement is required by law and serves to protect the basic rights and interests of employees in the area of occupational health and safety.

Where can I find further information?

[Administrative guidelines of the University of Potsdam on occupational health and safety \(Intranet\)](#)

[Information from the statutory accident insurance on safety officers](#)

[Online magazine for safety officers](#)

[Overview of company safety officers \(Intranet\)](#)