UNIT SAFETY OFFICER LETTER OF APPOINTMENT

TO: Martha Quezada, USO Coordinator
TTUHSC El Paso Department of Safety
El Paso, Texas

FROM: (Dept. Head)_____
(Dept. Name)_____
(Dept. Home Org. Code)_____
(Building)_____

SUBJECT: **APPOINTMENT OF UNIT SAFETY OFFICER (USO)**

DATE: _____

The following employee is appointed as Unit Safety Officer for the above-named department. This appointment is effective from September 1st through August 31st of this Fiscal Year.

USO Name: _____
USO eRaider username: _____
USO Phone: _____
USO E-mail: _____

In making this appointment, I understand that my support is necessary in order for this Unit Safety Officer to fulfill his/her responsibilities as described in the HSCEP Safety Program/Manual and the USO Job Description.

In accepting this appointment, I understand that I must fulfill my responsibilities as Unit Safety Officer as described int the HSCEP Safety Program/Manual and the USO Job Description.

_____
(Signature of Department Head)

_____
(Signature of Unit Safety Officer)