

**Texas Tech University Health Sciences Center El Paso
Safety Services Department**

**UNIT SAFETY OFFICER
LETTER OF APPOINTMENT**

TO: Martha E. Quezada
USO Coordinator

FROM: _____
Name of Supervisor

Name of Department

DATE: _____

The following employee is appointed as Unit Safety Officer for the above-named department:

Name of Unit Safety Officer **R number** **eRaider**

Telephone Email Address

This appointment is effective from January 1, _____ through December 31, _____

In making this appointment, I understand that my support is necessary in order for this Unit Safety Officer to fulfill their responsibilities as described in the TTUHSC El Paso Emergency Evacuation Policy and the USO Job Description.

In accepting this appointment, I understand that I must fulfill my responsibilities as Unit Safety Officer as described in TTUHSC El Paso Emergency Evacuation Policy and the USO Job Description.

Signature of USO Supervisor

Signature of Unit Safety Officer