

## Safety Note #176

### Safety Coordinator Guidelines



Workplace safety is a shared responsibility, and the role of a Safety Coordinator is essential in fostering a culture of awareness, preparedness, and compliance. As a Safety Coordinator, you serve as a key resource for your colleagues, helping to identify potential hazards, ensure proper safety procedures are followed, and support a proactive approach to workplace well-being. ANR Risk and Safety Services is here to assist you by providing the necessary tools, training, and guidance to help you succeed in this important role. Your commitment to safety makes a meaningful impact on your workplace and the people around you—thank you for stepping up to take on this responsibility.

To become familiar with your role as a Safety Coordinator, please review the following:

- **Injury Illness Prevention Program (IIPP).** Required at every facility. *Ensure your location's plan is up to date and accessible to employees.*
- **Emergency Action and Fire Prevention Plan.** Required at every facility. *Review emergency response procedures and ensure employees are familiar with them.*
- **Location(s) of emergency equipment,** such as first aid kits, fire extinguishers, and emergency eyewash/shower units (if applicable). *Verify they are in good working condition and easily accessible.*
- **Monthly inspections** are required for fire extinguishers and emergency eyewash/shower units. If you are responsible for these inspections, document them using the service tags or the forms available on the ANR Risk and Safety Services website.
- **First aid kits** should be inspected *at least quarterly, but monthly inspections are recommended.*
- **Check building exits** to ensure exit signs and evacuation route maps are posted and clearly visible.
- **Familiarize yourself with all work areas** at your facility, including labs, shops, and storage areas. *Conduct routine inspections—at least annually—to identify and address workplace hazards.*
- **Know where safety records and required postings** are kept, and confirm they are current and accessible.
- **If chemicals, including pesticides, are stored onsite,** ensure a current inventory is maintained.
- **Safety Data Sheets (SDS)** are required for every chemical. *Confirm that SDS records are up to date and accessible to employees.*
- **Active chemical laboratories** must have a **Chemical Hygiene Plan (CHP)** and/or **Standard Operating Procedures (SOPs)** outlining safe handling procedures. *Verify that these documents are available and current.* The **Principal Investigator (PI)** is responsible for maintaining the CHP.
- **All safety training must be documented.** *A Safety Meeting/Training Record form is available on the ANR Risk and Safety Services website.*

The following information is on the ANR Risk and Safety Services website at <http://safety.ucanr.edu/>

- **Safety Coordinator Resources:** Includes duties, contact list, training materials, webinar recordings, and a Safety Orientation section.
- **Templates** for the **IIPP** and **Emergency Action and Fire Prevention Plan** (*customizable for your location*).
- **Inspection checklists** for various safety topics.
- **Safety Notes** – One-page safety sheets for use in safety meetings.
- **Safety Training Resources** – Various training topics and materials.
- **Fieldwork and Pesticide Use & Handling Information.**
- **Safety Video Lending Library.**
- **Hazardous Waste/Materials Information.**
- **Respiratory Protection Program Guidance.**
- **PowerPoint Safety Presentations** (*customizable for local training*).
- **Safety information tailored** for 4-H and Master Gardener programs.

Note – *The Safety Coordinator serves as a key resource for employees, assisting the Director, who holds overall responsibility for the safety program at each ANR location. Safety Coordinators also provide support to supervisors and Principal Investigators, who are responsible for ensuring the safety of their direct reports.*