

Safety Coordinator

Safety Coordinators are appointed by the Center/County/Program Directors to facilitate the flow of environmental, health, and safety information and programs from the Environmental Health & Safety (EH&S) office to all ANR locations. EH&S will provide training on general EH&S program requirements, responsibilities, and the tools that are available to help Safety Coordinators succeed.

Skills and Abilities of a Safety Coordinator:

- A permanent UC or County employee who has the support and cooperation of management to devote time to the safety program and take actions as necessary. The Safety Coordinator should have a two-year commitment (ie: not a rotational assignment).
- General familiarity with department operations, personnel, facilities and equipment.
- The ability to analyze and interpret EH&S principles, procedures and regulations and apply them to the specific requirements and needs of the unit.
- An appreciation for employee safety, injury/illness prevention, and environmental protection and an understanding of how these ideals are integrated into ANR's mission.
- Team-oriented, with ability to identify safety or environmental concerns and assist staff with correcting hazardous conditions.

Duties and Responsibilities of a Safety Coordinator: In general, the Safety Coordinator keeps track of required safety plans, audits, and training requirements and strives to ensure that plans and inspections are completed and up-to-date. The Safety Coordinator may enlist the assistance of other staff to complete these activities. Specific duties include:

- **Ensure that the Injury & Illness Prevention Program (IIPP)** requirements for the department are met.
 - Maintain a written and current IIPP. EH&S will provide a template and review of the IIPP, as needed.
 - Review and revise IIPP periodically, including assessment of job-related hazards.
 - Provide IIPP training for every employee upon initial hire, whenever there are significant changes, and at least every five years.
 - Document IIPP and other specific safety training by assuring that attendee sign-in sheets or similar records are on file.
 - Maintain other written plans (i.e.: Building Evacuation Plan, Chemical Hygiene Plan, Hazardous Materials Business Plan, etc.) as needed for each location.
- **Perform or coordinate annual workplace inspections** to identify and correct hazards
 - Inspect office and administrative areas.
 - Enlist the help of other staff as needed to inspect specialized facilities such as laboratories or pesticide storage areas.
 - Report audit results and necessary corrective actions or recommendations to the Director.
 - Document inspections and ensure that inspection records are maintained.
- **Assist with investigation of work-related injuries.**
- **Be a health and safety resource** for co-workers.
 - Disseminate information from EH&S (Policies, Guidelines, Safety Notes, etc).
 - Seek assistance from EH&S as needed.
 - Act as liaison with County/campus safety programs.
- **Assist with review and assessment** of the department's safety program and report to the Director and/or Safety Committee.
- **Post safety information** on bulletin boards or in break rooms. EH&S can help Safety Coordinators obtain the required postings.