

Safety Coordinator

PERCENT TIME: ≥5%

A Safety Coordinator is appointed by the Program Director or Department Manager. The responsibilities associated with this position include but are not limited to:

- Serve as liaison between the Program Director and the Environment, Safety, Health & Assurance Group (ESH&A).
- Assist the Program Director with the implementation of environment, safety and health programs, as directed.
- Ensure that new employees are given Emergency Awareness Training (AL-002).
- Participate in annual Independent Walk Throughs (see Procedure #10200.021) and Program Walk Throughs (see Procedure #10200.014) and report to the Program Director.
- Report status of safety activities including concerns to the Program Director.
- Attend periodic Safety Coordinator/Representative meetings with ES&HA.
- Attend Hazard Identification (AL-130) and Safety Coordinator / Representative Orientation (AL-031) training and other training as directed by the Program Director and in consultation with ESH&A.
- Establish/facilitate Visitor and Special Employee Training (SET) and maintain appropriate documentation (see Procedure # 10200.027).
- Review Activity ES&H Hazard Identification Checklists for all Readiness Reviews within the Program.

Designated Safety Coordinator (PRINT): _____

Safety Coordinator Signature: _____

Program Director Signature: _____

Date: _____

(fold over and put in campus mail)