
Contact Person	Shawn Nelson	Revision	5
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Safety Coordinator & Representative Program

This Safety Coordinator and Safety Representative Program provides an overview of the Laboratory's program to address employee involvement in the protection of people.

1.0 APPROVAL RECORD

Reviewed by: Amy Tehan, Document Control Coordinator
Approved by: Tom Wessels, Manager, Environment, Safety, Health & Assurance
Approved by: Mark Murphy, Chief Operations Officer
Approved by: Deb Covey, Associate Laboratory Director for Sponsored Research Administration
Approved by: Cynthia Jenks, Assistant Director, Scientific Planning
Approved by: Duane Johnson, Chief Research Officer
Approved by: Thomas Lograsso, Interim Deputy Director
Approved by: Alex King, Director

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

Employee involvement in the safety, health and environmental program is critical to this endeavor to provide a safe and healthful workplace. The Laboratory's Safety Coordinator and Representative Program is designed to facilitate communication on workplace health, safety and environmental issues between Laboratory personnel and the Environment, Safety, Health and Assurance (ESH&A) office. Specific responsibilities for successful implementation of this Program are delineated below.

4.0 RESPONSIBILITIES

4.1. Laboratory Director

The Laboratory Director is ultimately responsible for ensuring that employees are provided a safe and healthy work place; the Director supports initiatives such as the Safety Coordinator and Representative Program which establishes a network of communication on environment, safety and health issues.

4.2. Program Directors / Department Managers

Program Directors and Department Managers shall officially designate Safety Coordinators by notifying ESH&A when new Safety Coordinators are assigned and by completing the attached job description and providing a copy to ESH&A, G40 TASF.

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4.3. Group / Section Leaders

Group / Section Leaders shall officially designate Safety Representatives, where appropriate, by completing the attached job description and providing a copy to ESH&A, G40 TASF; Group / Section Leaders shall notify ESH&A via memo or e-mail when new Safety Representatives are designated.

4.4. Safety Coordinators / Safety Representatives

Safety Coordinators / Representatives shall perform the functions noted in the job descriptions attached as appropriate for the individual division/program or group.

4.5. Employees

Ames Laboratory employees shall participate in the Laboratory's environment, safety and health program by performing work in accordance with established practices and procedures; employees shall interact with supervisory personnel, Safety Coordinators / Representatives and ESH&A personnel on environment, safety and health issues as indicated.

4.6. Environment, Safety, Health, and Assurance (ESH&A)

ESH&A shall be responsible for implementing the Safety Coordinator & Representative Program; this includes offering training modules and coordinating three meetings per year.

5.0 PREREQUISITE ACTIONS AND REQUIREMENTS

5.1 Program Organization

Safety Coordinators are affiliated with a division/program or administrative department. Safety Coordinator assignments are made by the Division/Program Director or Department Manager. Safety Representatives are affiliated with a research group or administrative office. Safety Representative assignments are made by the Group / Section Leader or administrative office manager.

All research programs and administrative departments shall have a Safety Coordinator. The assignment of Safety Representatives is at the discretion of the Group or Section Leader and should be driven by a review of the group's activities. Typically, research groups have Safety Representatives; administrative offices may or may not have a Safety Representative or have one Safety Representative serve several sections. ESH&A may be consulted regarding the need for a group/ section Safety Representative.

The ESH&A office transmits relevant ES&H program information to Safety Coordinators / Representatives via electronic mail, memo and / or formal meetings. Safety Coordinator and Representative assignments are maintained in a database managed by the ESH&A Assistant Manager.

Safety Coordinators and Representatives meet three times a year to receive updates on safety, health, and environmental program information.

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Safety Coordinators participate in the Independent and Program / Department Walk Throughs. Safety Coordinators and Representatives may also be involved in group-specific walk-throughs.

Safety Coordinators and Representatives are also an integral part of the Laboratory's Readiness Review process.

5.2 Position Description

Position descriptions for Safety Coordinator and Safety Representative are detailed in forms referenced in Section 6.0. Descriptions for each employee designated as a Safety Coordinator are signed by the employee Division/Program Director/Department Manager. The descriptions for Safety Representative are signed by the employee Group Leader / Department Manager. The forms are maintained by ESH&A, G40 TASF.

5.3 Training

Safety Coordinators and Safety Representatives are required to take two courses offered by ESH&A:

- Hazard Identification (AL-130)
- Safety Coordinator & Representative Development (AL-031)

Safety Coordinators and Representatives also take mandatory training indicated as required by their role and may take additional training, as directed by their Supervisor/Manager, Group Leader, or Division/Program Director/ Department Manager, on hazards within the organization that they serve.

6.0 AGREEMENTS / JOB DESCRIPTIONS

6.1 Safety Coordinator Agreement / Job Description (Form 10200.090)

6.2 Safety Representative Agreement / Job Description (Form 10200.091)