

Safety Note #176

Safety Coordinator Guidelines



According to the Bureau of Labor Statistics, private industry employers reported nearly 3.0 million nonfatal workplace injuries and illnesses in 2012, and a total of 4,383 workplace fatalities in 2012.

The role of a Safety Coordinator might seem like an unwelcomed task, but your coworkers rely on you to help maintain a safe and healthy workplace. ANR Risk and Safety Services supports Safety Coordinators by providing the resources necessary for the success of your program. Thank you for taking on this important role!

In order to become familiar with your role as a Safety Coordinator, please review the following:

- The Injury Illness Prevention Program (IIPP). *Required at every facility.*
- The Emergency Action and Fire Prevention Plan. *Required at every facility.*
- Location(s) of emergency equipment such as, first aid kits, fire extinguishers, and emergency eyewash/shower units if applicable. *Ensure they are in good working condition.*
- Fire extinguishers and emergency eyewash/shower units are required to be inspected monthly. If you are the person to conduct the inspections, you can document it using the back of the attached service tags or using the forms located at the ANR Risk and Safety Services website.
- First Aid kits are recommended to be inspected monthly, but at least quarterly.
- Check all building exits for posted exit signs and evacuation route maps.
- Become familiar with all work areas at your facility including, labs, shops, and storage areas. All areas should be inspected for workplace hazards on a routine basis – at least annually.
- Know where all safety related records are kept and location(s) of safety related postings.
- If chemicals, including pesticides, are stored onsite, ensure that a current inventory is maintained.
- Safety Data Sheets (SDS) are required for every chemical. Check that records of SDS's are current.
- Active chemical laboratories must have a Chemical Hygiene Plan (CHP) and/or Standard Operating Procedures that describe how chemicals are handled safely. Check to ensure these plans are available and up to date. *The Principal Investigator (PI) is responsible for 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/>

- A Safety Coordinator page which includes: Safety Coordinator Duties, Contact List, Safety Coordinator Training, Safety Webinar recordings, and Safety Orientation Training section for Safety Coordinators.
- Templates for both the IIPP and Emergency Action and Fire Prevention Plan. If your location does not have these documents, you can use the templates to develop a site-specific plan. *They can be downloaded, completed and printed out.*
- Forms or checklists for various inspection subjects, as noted above.
- Safety Notes - One page safety information sheets on various topics for use at safety meetings.
- Safety training resources on various subjects.
- Fieldwork and Pesticide Use and Handling information.
- Safety Video lending library.
- Hazardous waste/materials information.
- Respiratory protection program.
- Power Point safety presentations that can be adapted for local training.
- Safety information developed specifically for the 4-H and Master Gardener programs.

Important website links:

http://safety.ucanr.org/Safety_Coordinator/
http://safety.ucanr.org/Plans_Forms_and_Templates/
http://safety.ucanr.org/Safety_Notes/

Note – Safety Coordinators are not solely responsible for their facility's safety program. The Safety Coordinator's duty is to be a resource to other employees for safety information and to assist the Director, who is responsible for the safety program at each ANR location. Safety Coordinators also provide assistance to supervisors and Principal Investigators, who are responsible for the safety of the employees that report to them.