SAFETY COORDINATOR’S DUTIES AND RESPONSIBILITIES

The following are elements which should be discussed in this section if they apply to your agency. (These would include a brief discussion of which programs noted in the first item are being utilized at your agency, but the actual, complete written programs for each are separate documents and are discussed individually in other parts of this handbook.)

Ensure the development, implementation and updating of required written safety and health programs and plans. These may include, as needed:

- Hazard Communication Program
- Exposure Control Program (Bloodborne Pathogens, TB)
- Hazard Assessment and Personal Protective Equipment Program (PPE)
- Respiratory Protection Program
- Chemical Hygiene Plan (including Lab Safety)
- Hazard Communication Program
- Lockout/Tagout (LOTO)
- Confined Space Entry Program
- Emergency Action Plan

Conduct periodic safety and health walk-through inspections of all workplace facilities.

Ensure that quarterly safety training and all other specifically required training is provided for all employees.

Ensure that OK300 log of occupational injuries and illnesses is maintained. Post the annual summary from February 1st through April 30th at each work location.

Conduct accident/injury investigations and illness exposure monitoring.

Establish and monitor a program for reporting and investigating “near-miss” situations.

Conduct investigations into employee inquiries, suggestions and complaints.

Maintain required safety and health documents/files.

Ensure periodic inspections of all motorized vehicles.

Title 40 O.S. 403 E states “Every employer having twenty-five (25) or more full- or part-time employees shall:

1. Designate an employee who shall coordinate all safety programs of the employer;
2. Provide safety classes to each type or class of employee no less than quarterly.