

ROLE OF THE SAFETY COORDINATOR

The Safety Coordinator is appointed by the municipality to oversee the safety efforts and act as a liaison between the municipal employees, JIF and other outside agencies.

Qualities and Attributes

- Communication skills, with management, peers and subordinates
- Organizational skills
- Leadership and facilitation skills
- Ability to recognize training needs
- Ability to work with the Safety Committee and delegate tasks
- Eagerness to promote the Safety Program
- Enthusiasm to get people on board!

Typical Duties

- See that the Annual Safety Contract is signed and the Safety Committee develops meaningful safety improvement objectives.
- Be familiar with the JIF Safety Incentive Program and monitor departmental participation, seeing that all departments attend Safety Committee meetings, complete safety checklists and Job Site Observation reports, hold department training meetings and participate in safety training.
- Review and disseminate Safety Director Reports and make sure the information gets to appropriate departments. Monitor progress on Suggestions for Improvement, and report status to the JIF Safety Director.
- Work with the Claims Coordinator through the Accident Review Process to monitor “Supervisor Incident Investigation Reports,” and help identify corrective actions to reduce the likelihood of reoccurrences.
- Communicate and/or disseminate information generated through the JIF Loss Control Programs, such as training announcements, Safety Director Bulletins, Safety Videos, and MSI class announcements.
- Developing training plans for individual departments and employees by utilizing the MEL Learning Management System. Act as a contact person for various venues, including MSI classes, safety videos, regional training programs, department safety meetings, and other technical safety training resources.
- Schedule and facilitate Safety Committee meetings; see that each meeting is announced to the members, has a written agenda and minutes are written for each meeting.
- Oversee hazard inspections for all buildings, parks, and playgrounds according to the Safety Inspection Plan. Make sure departments complete safety checklists, Job Site Observations, and Roadway, Sign and Walkway Inspections.
- Establish recordkeeping system to collect and organize safety program documentation and have it available for review.