

Safety Coordinator objectives

Organization name: _____

Please review and customize this sample document to reflect your organization's expectations. Remember, many of these responsibilities can be delegated to other people within your organization, as long as the Safety Coordinator reviews and maintains the appropriate documentation. Ideally, the Safety Coordinator should have decision-making authority and should report directly to the executive level leadership of your organization.

[Name of Safety Coordinator] _____ is the designated Safety Coordinator for [organization name] _____ and is the primary contact for safety-related matters. Employees are encouraged to bring any unsafe conditions or practices to them or to any member of the leadership team.

The primary responsibilities of the Safety Coordinator are to:

- Oversee implementation of the organization's safety program.
- Provide safety leadership.
- Facilitate safety communication between and among all employees, including leadership.
- Implement a system for employees to report safety concerns without fear of retaliation.
- Coordinate the new-employee orientation and safety training programs.
- Integrate safety into the day-to-day activities of all employees.
- Recognize workplace hazards and engage employees to identify and implement effective controls.
- Assist the organization in complying with regulatory standards concerning safety and health, including recordkeeping and reporting.
- Assist supervisors with incident investigations, including hazard identification and corrective actions.
- Conduct periodic safety inspections to identify unsafe conditions and practices and determine remedies.
- Seek input from employees on remedies or other workplace improvements.
- Make recommendations to management on matters pertaining to safety.
- Annually review the organization's safety policy and safety rules and update as necessary.

Executive signature: _____ **Date:** _____

Safety Coordinator signature: _____ **Date:** _____

Please review and customize this sample document to reflect your organization's expectations. This is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol Assurance assumes no responsibility for management or control of customer safety activities.