



Title: **Designated Safety Coordinator**

Purpose

Ensure that Safety and Health policies and programs necessary for the prevention of accidents, injuries, and illnesses are instituted and coordinated in each respective City Department, Office, Board, and Commission. Also, establish a structured Safety and Health point of contact and continuous line of communication among the City of Philadelphia's Risk Management Division and the various City Departments, Offices, Boards, and Commissions.

Introduction

In a large municipality, such as the City of Philadelphia, it is paramount to ensure safety and health information and programs are implemented and maintained at the level of each City Department, Office, Board, and Commission. One critical component in the implementation of these safety and health programs is to designate and empower a coordinator for these programs within each department. This can be best accomplished by designating one employee as the overall program coordinator, also referred to as the Safety Officer. This coordinator will oversee the Safety and Health programs of the respective City Department, Office, Board, or Commission that they serve and act as a liaison with the City's Risk Management Division.

Responsibilities

City Departments, Offices, Boards, and Commissions:

- Designate a qualified person(s) to coordinate the department's overall Safety and Health Program and forward contact information to Risk Management.
- Ensure this responsibility and related duties are included in the person's job description and evaluation process.
- Communicate to the Risk Management Division any personnel changes in the safety coordinator's position.
- Ensure the participation of the designated person(s) in any and all training sessions sponsored by the Risk Management Division.

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Department Safety Coordinator/Officer:

- Ensure departmental compliance with the City's Risk Management Division Safety and Health Directives.
- Ensure that all employees are aware of the department's safety and health policies, procedures, rules, and enforcement measures.
- Maintain communications between the respective Department, Office, Board, or Commission and the City's Risk Management Division.
- Ensure safety reports and injury/accident reports are completed and filed with the proper providers.
- Provide safety program and injury information to the Department's head administrators.
- Periodically evaluate the department's Safety and Health programs to determine if improvements or changes are needed.
- Provide communication mechanism for employees to provide input about Safety and Health programs and concerns.
- Monitor the effectiveness of overall Accident and Illness Prevention Programs and provide information to selected management, Safety Committees, and others on a periodic basis (at least annually).

City's Risk Management Division:

- Develop and maintain a list of all designated Safety Coordinators/Officers within City Departments, Offices, Boards and Commissions.
- Work with the designated departmental safety coordinators to ensure adherence to required PA Workers' Compensation and City Risk Management programs, policies and procedures. Also, to comply with other Federal, State, and Local laws.
- Sponsor training and development programs for the designated Safety Coordinators/Officers.