

SAFETY AND HEALTH COORDINATOR

December 14 & 15, 1994

The Safety and Health Coordinator recognizes, evaluates, and controls workplace hazards through employee education and engineering practices to ensure a safe and healthy work environment.

General Areas of Competence (In Bold) and Specific Tasks

- **Category A. Monitoring Health/Physical Hazards in Work Environment**

- A-1 Identify potential hazard
- A-2 Select monitoring methods (e.g. equipment/JSA)
- A-3 Collect data
- A-4 Analyze data
- A-5 Determine methods of controlling hazards (e.g., engineering, education, PPE)
- A-6 Recommend/implement controls
- A-7 Assess effectiveness
- A-8 Maintain documentation

- **B. Conducting Audits**

- B-1 Identify unsafe acts
- B-2 Identify unsafe conditions
- B-3 Audit compliance to most stringent applicable standards
- B-4 Audit records for accuracy
- B-5 Analyze injury and illness records for trends

- **C. Providing Information**

- C-1 Answer questions internal/external
- C-2 Participate in Safety Committee process
- C-3 Interact with regulatory agencies

- **D. Investigating Incidents**

- D-1 Collect information (who, what, when, where)
- D-2 Examine equipment/process
- D-3 Interview personnel involved (e.g. employees, witnesses)
- D-4 Establish causal factors
- D-5 Recommend corrective action
- D-6 Complete internal/external documentation
- D-7 Follow up on corrective action

- **E. Developing Programs**

- E-1 Identify needs (e.g. compliance)
- E-2 Review requirements (e.g. education)
- E-3 Author program
- E-4 Obtain approval of program
- E-5 Implement program
- E-6 Evaluate program effectiveness

- **F. Educating Employees**

- F-1 Identify needs (e.g. compliance)
- F-2 Establish objectives
- F-3 Develop education curriculum
- F-4 Establish time line
- F-5 Identify educator
- F-6 Coordinate education activities
- F-7 Evaluate effectiveness of education
- F-8 Document educational activities

- **G. Safety & Health Recordkeeping**

- G-1 Determine types of records to be maintained (e.g. federal, state, company)
- G-2 Create formats for internal control documents
- G-3 Review and analyze internal injury reports
- G-4 Classify injury or illness (e.g. OSHA, first aid, lost time)
- G-5 Fill out applicable forms
- G-6 Submit/distribute completed forms
- G-7 Audit OSHA forms for accuracy (e.g. 101 & 200)
- G-8 Follow up on recordkeeping audit recommendations
- G-9 Post required documents

- **H. Administering Worker's Compensation**

- H-1 Record the injury
- H-2 Report the injury (internal/external)
- H-3 Investigate the accident
- H-4 Interact with professional medical staff
- H-5 Receive medical restrictions from medical professionals
- H-6 Identify available work within medical restrictions
- H-7 Determine job assignment based on medical restrictions
- H-8 Inform administration upon maximum medical improvement

- **I. Maintaining Professional Development**

- I-1 Network with other professionals
- I-2 Acquire/maintain board certifications
- I-3 Participate in continuing education
- I-4 Participate in professional organizations
- I-5 Subscribe to professional journals
- I-6 Present at seminars
- I-7 Author technical articles (e.g. newsletters/journals)
- I-8 Provide community service

PANEL MEMBERS:

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