Section 3: Roles and Responsibilities (Required)

WHY

Safety and health programs are similar to quality improvement and other efforts that organizations engage in to continually improve performance, customer service, competiveness, etc. Management establishes the importance of the AWAIR program and communicates it to everyone in the organization. Employees from various parts of the company should be involved to create a “safety” culture.

AWAIR programs must describe how everyone in the organization, whether management, first-line supervision or labor, is responsible for making the program work. Everyone should be able to explain what his or her role is in creating a safer, healthier workplace.

HOW

Identify who is responsible for various safety functions. Actual personnel should be named and trained to perform their part of the overall safety plan. These statements should identify the duties, the reporting structure that is needed to ensure compliance, and the process to follow if non-compliance is identified.

* Identify the roles that exist in your company *(in small companies, responsibilities may be combined)*:
* Owners/Management
* Top-Management Committee
* Estimator
* Safety Coordinator *(This person should ALWAYS report directly to the owner.)*
* Safety Committee *(See Section 9 of this workbook. Consult with a labor law attorney if you decide to establish a safety committee. If you are a union shop, contact the business agent for their advice.)*
* Supervisor
* Employee
* Drivers
* Office Personnel
* Clearly lay out the duties for each role.
* Provide all employees with the training, equipment, and resources to carry out their roles.
* Create procedures so employees and supervisors know where to go to get assistance to resolve issues of safety and health and to get their concerns addressed.
* Document the procedure for reporting and correcting unsafe conditions.

* Most importantly, create procedures so employees know how to correct safety and health hazards in the workplace as soon as the hazards are identified.
* Use the sample responsibilities below for various roles to create your own documents specific to your company.

**Sample Safety Responsibilities for**

**Owner/Management**

* Appoint a safety coordinator with the authority to maintain the program on a day-to-day basis.
* Assign safety responsibilities and hold people responsible for these responsibilities.
* Allocate sufficient time and resources to effectively implement the safety program.
* Actively promote the safety program.
* Interview employees for suggestions and opinions.
* Provide to all employees a copy of the Safety Policy and Safety Program.
* Provide initial and continuing training programs.
* Actively monitor the activities, progress and results of the program by:
  + Periodic reviews with the Safety Coordinator.
  + Periodic reviews of accident reports and related information.
  + Attend scheduled safety meetings and training sessions, when possible.
* Give positive recognition to employees who consistently perform their duties in a safe manner.
* Lead by example.
* Administer job-site safety inspections and take action on hazards after consulting with the safety coordinator and/or management.
* Coordinate job-site safety meetings which address specific job related hazards as well as general safety policies.
* Oversee training in the proper operation of tools and equipment for all employees.
* Contact the office and complete the appropriate forms immediately following any job-site injury.
* POST local emergency numbers at each job and ensure that a first-aid kit and SDS book are present at each job!
* Use material requiring SDS sheets appropriately. Employees shall have first-aid instruction as per the SDS information.
* Name(s) of Owner/Management:

**Sample Safety Responsibilities for**

**Top-Management Committee**

* Issue a written “Injury and Illness Prevention Policy.”
* Wear appropriate safety gear while touring plant.
* Discuss safety with employees during periodic plant tours.
* Be familiar with details of safety program and safety rules.
* Present safety awards to employees.
* Participate, as a student, in some safety training programs (e.g., first aid, CPR, and fire extinguishers).
* Occasionally attend, as an observer, employee safety meetings.
* Keep informed of leading causes of accidents.
* Receive copies of supervisors' accident investigation reports.
* Interview plan (or department) managers when one of their employees has a lost-time accident.
* Attend meetings with insurance company safety consultants.
* Receive copy of insurance company safety reports.
* Receive copy of safety committee minutes.
* Review regular reports on safety achievements.
* Ensure that safety is an agenda item at staff and department meetings.
* Receive “Statement of Losses” from insurance companies.
* Names of Top Management Committee:

**Sample Safety Responsibilities for**

**Estimator**

* Responsible for the initial pre-bid safety considerations and anticipate safety costs.
* Review project sites, if possible, at the time of bidding for any unusual hazards relative to the project site and incorporate the necessary costs for safety into bids.
* When visiting a job site, survey it for proper compliance with safety procedures and report any deviation to the safety director of management for further investigation.
* If a subcontractor is involved in a project, insert a clause in the subcontract insisting that the subcontractor agrees to follow the Safety Prevention Program while performing work on the project.
* Conduct pre-job safety planning:
  + Equipment needs: tools, personal protective equipment, etc.
  + Structural safety: shoring, scaffolding, etc.
  + Material handling problems.
  + Hazardous material involved in contract.
* Name(s) of Estimator:

**Sample Safety Responsibilities for**

**Safety Coordinator**

**Professional Development**

* Coordinate all safety activities, including working with outside sources such as insurance personnel.
* Establish minimum safety standards, rules, and regulations in consultation with management.
* Establish and maintain a health and safety reference library.
* Stay apprised of changes in health and safety regulations.
* Participate in professional organizations related to occupational health and safety.

**Program Development and Administration**

* Develop and maintain the written injury and illness prevention program.
* Assemble and communicate loss and safety information to project manager, superintendent, and top management.
* Assure that all first report of accidents are processed and submitted to state, federal agencies, and the insurance carrier.
* Set-up and maintain vehicle and driver files.
* Assure that safety equipment is available and that storage locations are clearly designated.
* Develop and maintain injury and illness prevention policies and procedures to include safety rules, incentives and motivational programs, accident investigations, and safety inspections.
* Plan and prepare for natural and man-made disasters.
* Establish a medical program that includes on-site first-aid capabilities and off-site emergency medical care.
* Formulate, amend, and administer all company safety policies.
* Ensure that the company complies with all OSHA, federal, state and local regulations.
* Coordinate company safety meetings and periodically supervise job-site safety inspections.
* Schedule meetings with each job supervisor to discuss possible safety policy improvements.

**Training and Communication**

* Provide a general safety orientation to all new employees.
* Develop training programs for both new and veteran employees.
* Comprehend information of SDS sheets.
* Chair the Labor/Management Safety Committee.
* Train managers and supervisors in their safety responsibilities.
* Accompany outside safety inspectors and consultants on tours of the facilities.
* Follow up on recommendations generated by outside safety inspectors and consultants.
* Determine the need for surveys by specialists, such as fire protection engineers, industrial hygienists, and ergonomists.
* Explain the company safety policy to management, job supervisors and employees assures that all employees and supervisors are aware of and comply with requirements for safe practices and conditions to be maintained on job sites.
* Develop technical guidance and interim programs to identify and remove physical hazards from construction sites.
* Update all levels of management on matters pertaining to safety such as decisions involving job-site hazards.
* Provide appropriate material for conducting weekly "tool box talks" meetings.
* Periodically attends "tool box talks" meetings to evaluate effectiveness.

**Internal Consultant**

* Work with personnel to assure safe placement and job assignment.
* Communicate regularly with management to keep them informed of progress, problems and needs.
* Personally determine if safe practices and conditions are being maintained by conducting inspections of work places and equipment and by interviews with employees.
* Ensure that the company attains and maintains compliance with known federal and state standards in regards to work place safety.
* Conduct hazard analysis of existing facilities and operations.
* Work with Plant Engineering on special hazards.
* Study hazards of planned and proposed facilities and operations.
* Conduct a thorough investigation of those accidents where specialized knowledge is required.
* Conduct research on technical safety problems.

**Information Management**

* Maintain the accident recordkeeping system.
* Maintain an accident file and review all accident reports. Personally investigate those accidents where necessary to determine what occurred and what steps need to be taken to avoid a recurrence.
* Review and respond to employee suggestions relative to improving workplace safety.
* Maintain documentation on all aspects of the injury and illness prevention program.
* Be responsible for the timely filing of accident reports and related data with insurance companies and regulatory agencies.
* Maintain an adequate accident report system, personally investigate serious accidents and take corrective action to eliminate accident causes, also prepare and distribute to all department heads, regular reports on accidents.
* Periodically conduct safety inspections (announced and unannounced) of the job sites and take necessary corrective actions to eliminate all unsafe acts and/or conditions.
* Conduct a thorough investigation of all accidents, whether those accidents are injury related or property damage/loss.
* Communicates with insurance agent as well as OSHA.

**Measuring Performance and Results**

* Audit supervisory safety performance, middle and upper management safety performance and company safety performance. Conduct safety inspections of work area and direct corrective actions for unsafe conditions noted. Inform project manager and superintendent or supervisor.
* Name of Safety Coordinator:

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**Sample Safety Responsibilities for**

**Safety Committee**

* See Section 9 of this workbook for detailed information regarding safety committees. Consult with a labor law attorney if you decide to establish a safety committee. If you are a union shop, contact the business agent for their advice.
* Conduct monthly meetings and area inspections to review accident reports, identify hazards and address any and all safety concerns raised by employees, first-line supervision or the safety coordinator.
* Review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to top management and the safety coordinator.
* Members of the safety committee represent their particular work area, and therefore, should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the safety coordinator or the full safety committee.
* Promote the safety program.

**Sample Guidelines for a Safety Committee:**

* Employees shall elect fellow workers to represent them.
* The terms of employee-elected members shall be a maximum of one year.
* The chairperson shall be elected by the safety committee.
* The date, hour, and location of meetings shall be determined by the committee.
* Attendance and subjects discussed shall be documented and maintained on file for a period of one year. Copies of the minutes must be provided to top management, the safety office, and employees by posting on the bulletin board and in break areas.
* Members of the Safety Committee:

**Sample Safety Responsibilities for**

**Supervisors**

* Discuss current safety issues with employees at the beginning of all regularly scheduled staff meetings.
* Address all safety concerns raised by employees by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action (e.g., order new equipment, issue maintenance work orders, consult the safety committee or safety coordinator)
* Immediately upon learning of an accident or near miss, initiate an investigation and submit the completed accident investigation report to the safety coordinator.
* Actively and positively participate in all safety equipment inspections of their assigned areas.
* Name(s) of Supervisor:

**Sample Safety Responsibilities for**

**Employees**

* Learn the hazards of their assigned job(s) and the appropriate safety measures to eliminate or lessen these hazards.

* Become familiar with and observe all of the policies and safety rules of the company.
* Report all observed hazards affecting themselves and others to supervisor or safety coordinator.
* Report all incidents, including all accidents and job-related injuries involving themselves, other employees, and the public.
* Use personal protection equipment as required.
* Seek assistance or information when in doubt as to how to safely perform an assigned task.
* Exercise due care when using company property and equipment, and use it only for authorized purposes.
* Report known acts of theft or vandalism resulting in unsafe conditions.
* Submit recommendations for safety and efficiency to the Safety Coordinator.
* Comprehend information on SDS sheets.
* Names of Employees:

**Sample Safety Responsibilities for  
  
Drivers**

We consider the safety of our employees, and the protection of others and their property, to be a main concern. To assure the safety and protection in all areas of operation, a Driver Safety Policy has been developed as follows:

* Wear a seatbelt whenever the vehicle is in motion.
* Obey all traffic laws at all times.
* Always be courteous to other drivers.
* Keep your vehicle neat and clean at all times.
* Never leave the keys in an unattended vehicle.
* Check the engine oil weekly
* Change the engine oil, and lubricate the vehicle every 3000 miles. Give documentation of this work to the safety coordinator.
* Check tire pressure weekly.
* Report any mechanical problem as soon as it is discovered.
* All tools and materials shall be secured to prevent movement.
* All incidents involving personal injury of employees or others, damage to company property or others, and situations involving potential hazards, must be reported to the Safety Coordinator immediately.
* Vehicle accidents should be reported from the scene if possible.
* All drivers must maintain a Minnesota driver’s license.
* Procedures in event of an accident: Any driver involved in an accident must obtain the following information at the scene of the accident:
  + The names and addresses of the other driver(s), passengers(s), and witness(es).
  + The owner’s name of the other vehicle(s) involved, if it is other than those named above.
  + License numbers of all vehicles involved.
  + The name of the insurance company, and policy number, of each vehicle involved.
  + A diagram of the accident.
  + Each company vehicle shall have an "emergency packet" which has the necessary forms to record the above information. If possible, these forms should be filled out at the scene of the accident.
  + The safety coordinator should be informed of the accident as soon as possible.
* Evaluation of Drivers.   
    
  A questionable driver:
* One "at fault" accident in the latest two-year period.
* Three moving violations in the latest three-year period.
* Any driver who has a past driving record, regardless of time period, that indicates unsafe or irresponsible driving habits.

An unacceptable driver:

* Two "at fault" accidents in the latest two-year period.
* Four moving violations in the latest three-year period.
* Any combination of "at fault" accidents and moving violations totaling four or more.
* One "operating a motor vehicle under the influence" in the latest five-year period.
* Motor Vehicle Record Checks.   
    
  A motor vehicle record check will be conducted annually on all drivers of company vehicles. All job applicants under consideration for employment will have a motor vehicle record check if they will be driving a company vehicle in their job. If their driving record does not meet company standards, they will not be allowed to drive a company vehicle or they will not be hired.
* Names of Drivers:

**Sample Safety Responsibilities for  
  
Office Personnel**

* Know where the emergency exists are located.
* Know the evacuation plan from the building in case of fire or other emergencies.
* Know where fire extinguishers are located.
* Use only grounded electrical receptacles and report any ungrounded electrical receptacles.
* Remove any tripping hazards.
* Request ergonomically proper equipment and vary jobs properly to avoid carpal tunnel and other repetitive motion injuries.
* Pay attention to good housekeeping:
  + Do not block entrances or stairways
  + Use proper lighting
  + Provide adequate ventilation
* Use proper lifting procedures.
* Know where Safety Data Sheets are stored or recorded.
* Name(s) of Office Personnel: