



Workplace Safety Coordinator and Committees Roles and Job Descriptions

The Student is able to demonstrate safe and correct performance of the following roles:	Date	Sign-Off	Notes
Workplace Safety Coordinator			
1. Assists in setting-up a Safety Committee			
2. Safeguards others and guides them to work safely			
3. Oversees all safety committee functions			
4. Serves as first contact for safety inspections			
5. Reports unsafe equipment, tools and behaviours to teacher			
Chairperson of Workplace Safety Committee			
1. In consultation with instructor: <ul style="list-style-type: none"> a) Sets and lists policies for safe work in the classroom/lab b) Creates safe work procedures c) Recommends changes to how work is performed 			
2. Arranges, chairs and sets agenda for monthly meetings of the committee with an agenda that may include: <ul style="list-style-type: none"> - reviewing classroom/lab. incidents - reporting on: <ul style="list-style-type: none"> - incident investigation - safety inspection - safety training - other safety issues 			
Conducts, with other students, monthly safety inspections <ul style="list-style-type: none"> a) Records unsafe items b) Recommends action to improve safety 			
4. Encourages others to work safely at all times			

Adapted from:

Risk Management: A Technical Assistance Brief, A Guide to Risk Management, prepared by The Loss Control Department, The HARTFORD, © 2000 by American Association of Homes and Services for the Aging