

**CHAPTER 6 THE DEPARTMENT
SAFETY
REPRESENTATIVE**

RESPONSIBILITIES

DEPARTMENTAL SAFETY REPRESENTATIVES

1. Manage, administer, and coordinate the Agency/Department Safety Program.
2. Recommend Departmental safety policies, procedures, rules, and standards to ensure safe working conditions and safe work practices.
3. Serve as a source of information on safety policies and procedures and industrial injury/illness record keeping and reporting.
4. Review accident reports to determine types of injuries/illnesses and their causes; provide information to Department Head; refer such reports to the County Safety Officer for review and investigation.
5. Prepare periodic and special reports for Departmental management and County Safety Officer regarding Departmental injuries and illness; identify trends or changes which call for attention, and recommend corrective action where appropriate.
6. Recommend methods to eliminate or control hazardous physical conditions, as well as dangerous work operations, recommending remedial action and coordinating with the county Safety Officer or his or her designee.
7. Recommend safety training efforts within the Department, and assist in the development, coordination, documentation, and training as necessary with the County Safety Officer or his or her designee.
8. Review CAL-OSHA citations received by the Department monitoring abatement efforts, and oversee responses to that agency in coordination with the County Safety Officer or his or her designee.
9. Act as Department liaison with the County Safety Officer or his or her designee responsible for the overall IIPP; disseminate information relating to safety and health matters; and collect, review, and transmit information from their Department.
10. Ensure Departmental compliance with County policies and procedures, including those relating to injury/illness and vehicle accidents.
11. Assist Department management and supervisors in the promotion of safety awareness and education programs.
12. Confirm with Risk Management that all reportable injuries are recorded on OSHA 300 Log Form.
13. Arrange for or conduct inspections of all office operations and not less than bi-annually for shop facilities, and recommend corrective actions as necessary.
14. Maintain a Safety and Health bulletin board with current information, such as bulletins, posters, minutes of safety meetings, and any other pertinent information regarding Safety and Health. This information should be disseminated to satellite locations.