

SAFETY COORDINATOR JOB RESPONSIBILITIES

The role of the safety coordinator is a combination of administrative and coordination tasks concerned with the overall safety aspects of the school system. The safety coordinator works with both the instructional and non-instructional areas of the total safety program. The individual develops and promotes a well-planned total safety program for all students, staff and others as an integral part of the district. The duties and responsibilities of the safety coordinator are many and varied. As a guide for establishing the position of the safety coordinator, the following representative duties and responsibilities are recommended:

Administration

The safety coordinator shall:

1. Assist in the development of a philosophy for the total safety program.
2. Serve as a consultant in such areas as organization of instruction, research, emergency planning and legal aspects of safety.
3. Facilitate instruction with safety committees and others upon request.
4. Assist in determining staff needs and in the orientation and assignment of personnel.
5. Accept a prominent and responsible role in developing a comprehensive policy and program of inservice safety education involving personnel.
6. Assist and advise staff members relative to safety programs, procedures and standards for identifying, analyzing and removing hazards and evaluating emergency equipment.
7. Establish objectives of program, plan and implement activities in accordance with needs of system.
8. Establish and maintain a standardized location reporting and record-keeping system for all accidents with periodic review and follow-up.
9. Monitor performance to determine the effectiveness of the program.

Curriculum

The safety coordinator will:

Provide leadership and direction for staff involvement in developing curriculum goals and standards for safety.

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