

A DEPARTMENTAL SAFETY OFFICER/STAFF ROLE

1. Prepare for the assignment – have all needed equipment on hand
 - a. Examples: Safety Officer Vest
 - b. Cell phone or radio
 - c. Tape recorder
 - d. Other equipment necessary to the specific emergency
2. Identify who in the department is in charge and get current information about the emergency from that person
3. Ensure that operational areas are safe for their assigned tasks. Work with EHS and Facilities as needed to ensure that all utilities are working and that safety hazards are addressed.
4. Regularly identify hazards as the emergency continues and report them to the person in charge as soon as possible. ADDRESS SERIOUS SAFETY ISSUES IMMEDIATELY [e.g. terminate the operation, get the person involved assistance or a rest break, order that dangerous equipment NOT be used, etc.] THEN REPORT YOUR ACTIONS TO THE PERSON IN CHARGE.
5. Share safety updates with appropriate personnel and post written notices as needed.
6. Ensure that all staff uses appropriate Personal Protective Equipment (PPE).
7. Show patience, respect, and integrity in all actions as well as being sensitive to the fact that persons react to and understand information differently under stressful circumstances.
8. Ensure that all staff involved receive appropriate rest, refreshment breaks, and supplies. Work with ICP or EOC as needed to obtain supplies.
9. Ensure that accident reports, worker compensation, and other required forms are completed and turned in to the ICC/EOC.
10. Ensure that appropriate debriefings for safety and needed counseling are set with the person in charge and appropriate staff involved.
11. Assist EHS and Facilities with building inspections as requested.
12. Debrief employees going off duty and ask about any safety concerns they had during their assignments.
13. Request breaks for yourself as needed to maintain your own safety and efficiency.
14. Assist with updating the emergency plan after the situation returns to normal.