

Tab 1 - Injury Prevention Plan Responsibilities

Department Name: _____ Date: _____

Safety Coordinator Name(s): _____

Supervisors and managers

1. Assign responsibilities for the department safety program
2. Appoint a safety coordinator
3. Establish safety requirements, procedures
4. Establish safety training requirements and ensure training records are created
5. Ensure the effective enforcement of safety requirements
6. Investigate injuries and take measures to prevent recurrence
7. Ensure all new supervisors and managers are trained on the contents of the injury prevention plan.
8. Communicate with staff regularly (e.g., monthly staff meetings) regarding injuries and injury prevention priorities and action items.

Safety coordinator

1. Attend training (workshops/activities) specifically designed to assist in maintaining competency as a Safety Coordinator.
2. Assist with dissemination of health and safety information to the department.
3. Coordinate department safety self-inspections and the completion of any action items resulting from the self-inspections.
4. When safety problems cannot be resolved within the department, report problems to the Health and Safety Officer. Safety Coordinators may choose to report problems confidentially.
5. Perform other safety duties as assigned.

To be assigned to an individual, or group (duties to be assigned by supervisor or manager)

Responsibility	Person assigned
1. Prepare the written injury prevention plan and update the plan annually.	
2. Create and track injury prevention program improvement priorities and action items	
3. Maintain safety training records	
4. Designate a location for the department safety bulletin board and maintain safety postings.	