

Safety Coordinator & Representative Program

The Safety Coordinator and Safety Representative Program provides an overview of the Laboratory's program to address employee involvement in the protection of people, property, and environment.

1.0 APPROVAL RECORD

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2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

Employee involvement in the Environment, Safety, and Health Program is critical to the endeavor to provide a safe and healthful workplace. The Laboratory's Safety Coordinator and Representative Program is designed to facilitate communication on workplace health, safety and environmental issues between Laboratory personnel and the Environment, Safety, Health and Assurance (ESH&A) office. Specific responsibilities for successful implementation of this Program are delineated below.

4.0 RESPONSIBILITIES

4.1. Laboratory Director

The Laboratory Director is ultimately responsible for ensuring that employees are provided a safe and healthy work place. The Director supports initiatives such as the Safety Coordinator and Representative Program, which establishes a network of communication on environment, safety and health issues.

4.2. Program Directors/Department Managers

Division/Institute/Program Directors and Department Managers (herein referred to as Program Directors), shall officially designate Safety Coordinators by notifying ESH&A when new Safety Coordinators are assigned and by completing the attached job description and providing a copy to ESH&A, G40 TASF.

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4.3. Group Leaders

Group Leaders shall officially designate Safety Representatives, where appropriate, by completing the attached job description and providing a copy to ESH&A, G40 TASF. Group Leaders shall notify ESH&A via memo or e-mail when new Safety Representatives are designated.

4.4. Safety Coordinators/Safety Representatives

Safety Coordinators/Representatives shall perform the functions noted in the job descriptions attached as appropriate for the individual division/program or group.

4.5. Employees

Ames Laboratory employees shall participate in the Laboratory's Environment, Safety and Health Program by performing work in accordance with established practices and procedures. Employees shall engage with supervisory personnel, Safety Coordinators/Representatives and ESH&A personnel on environment, safety and health issues as indicated.

4.6. Environment, Safety, Health, and Assurance (ESH&A)

ESH&A shall be responsible for implementing the Safety Coordinator & Representative Program; this includes offering training modules and coordinating three meetings per year.

5.0 PREREQUISITE ACTIONS AND REQUIREMENTS

5.1 Program Organization

Safety Coordinators are affiliated with a Program Director. Safety Coordinator assignments are made by the Program Directors. Safety Representatives are affiliated with a research group or administrative office. Safety Representative assignments are made by the Group Leader. The Group Leader is the Safety Representative unless otherwise designated.

All scientific programs and administrative departments shall have a Safety Coordinator. Research and administrative groups will have Safety Representative(s). The Safety Representative is the Group Leader unless otherwise designated. The assignment of Safety Representative is at the discretion of the Group Leader and should be driven by a review of the group's activities. A Group Leader may designate more than one Safety Representative because the group may be spread out over other buildings making it unreasonable to perform functions effectively and efficiently. ESH&A may be consulted regarding the selection of a Safety Representative

The ESH&A office transmits relevant ES&H program information to Safety Coordinators/Representatives via electronic mail, memo and/or formal meetings. Safety Coordinator and Representative assignments are maintained in a database managed by the ESH&A Assistant Manager.

Safety Coordinators and Representatives meet three times a year to receive updates on Environment Safety, Health, and Program information.

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Safety Coordinators participate in the Independent and Division/Department Walk-Throughs. Safety Coordinators and Representatives may also be involved in group-specific walk-throughs.

Safety Coordinators and Representatives are also an integral part of the Laboratory's Readiness Review process.

5.2 Position Description

Position descriptions for Safety Coordinator and Safety Representative are detailed in forms referenced in Section 6.0. Descriptions for each employee designated as a Safety Coordinator are signed by the employee's Division/Institute/Program Manager. The descriptions for Safety Representative are signed by the employee Group Leader/Department Manager. The forms are maintained by ESH&A, G40 TASF.

5.3 Training

Safety Coordinators and Safety Representatives are required to take two courses offered by ESH&A:

- Hazard Identification (AL-130)
- Safety Coordinator & Representative Development (AL-031)

Safety Coordinators and Representatives also take additional training indicated as required by their role, as directed by their Program Directors or Group Leader, respectively, on hazards within the organizational unit that they serve.

6.0 AGREEMENTS / JOB DESCRIPTIONS

- 6.1 [Safety Coordinator Agreement](#) (Form 10200.090)
- 6.2 [Safety Representative Agreement](#) (Form 10200.091)