

Safety Coordinator Agreement

PERCENT TIME: $\geq 5\%$

The Program Director or Department Manager appoints the Safety Coordinator. The responsibilities associated with this position include but are not limited to:

- * Serve as liaison between the Program Director and the Environment, Safety, Health & Assurance Group (ESH&A).
- * Assist the Program Director with the implementation of environment, safety and health programs, as directed.
- * Ensure that new employees are given Emergency Awareness Training (AL-002).
- * Schedule and participate in annual Independent Walk Throughs (see Procedure #10200.021) and Program Walk Throughs (see Procedure #10200.014) and report to the Program Director.
- * Report status of safety activities including concerns to the Program Director.
- * Attend Safety Coordinator/Representative meetings as coordinated by ESH&A.
- * Attend Hazard Identification (AL-130) and Safety Coordinator / Representative Development (AL-031) training and other training as directed by the Program Director and in consultation with ESH&A.
- * Review Activity ES&H Hazard Identification Checklists for Readiness Reviews within the Program and participate in Readiness Reviews, as appropriate.

Safety Coordinator Name (PRINT): _____

Safety Coordinator Signature: _____

Date: _____

Group/Section Leader Signature: _____

Date: _____

Miscellaneous Resources (available on Ames Lab website under STAFF/ASSOCATES – Forms and Documents):

- Emergency Awareness Training (see Form 10200.001)
- Independent Walk Throughs (see Procedure #10200.021)
- Program Walk Throughs (see Procedure #10200.014)
- Safety Survey Checklist (see Form 10200.041)
- Worker Observation Guide (see Guide 10200.003)
- Visitors Observation Guide (see Guide 10200.001)
- Safety Performance Measure Policy (see Policy 10200.007)