

### **Safety and Health Process Coordination: Step Six of the Ten Step Business Safety Plan**

Designate an employee as the accident-prevention coordinator. Give that person the responsibility and authority to facilitate organizational safety systems and processes, and ensure that he or she develops the knowledge and skills necessary for creating a safer working environment.

The accident-prevention coordinator does not assume operational responsibility for safety and health, but supports line management, supervision and employees to develop effective safety systems and processes.

Responsibilities include:

- Helping management and employees identify accident prevention and safety and health training needs through perception surveys, interviews, behavior sampling or other similar methods;
- Helping supervisors make changes or develop strategies that improve the organization's safety systems and processes;
- Identifying and communicating new safety and health requirements;
- Compiling injury and illness-related records;
- Tracking progress on safety and health-related projects; and
- Working with employees to optimize safe work practices.

The accident-prevention coordinator should be committed to safety and health, employee well being and have the time, authority and resources to facilitate developing the company's safety systems and processes. He or she acts as the internal consultant helping the organization make important safety-related decisions.