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## *Departmental Safety Coordinators Roles and Responsibilities*

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To better coordinate and implement the safety programs efficiently in each department, the EHS Office has requested from each unit/department a Safety coordinator or representative to be appointed by their respective Department Head and will serve as liaison to EHS office pertaining safety issues and also as EHS department's contact person in the implementation of its safety programs and activities.

Following are the Criteria for the selection of departmental safety coordinators.

- ✓ Supervisory level or senior staff
- ✓ Enthusiastic and efficient
- ✓ Willing or interested to learn new things
- ✓ Good Communication skills
- ✓ Cooperative & supportive to his/her colleagues
- ✓ Good leadership abilities or potentials.

Basic Functions of Departmental Safety Coordinators:

1. To help the department head in monitoring the compliance of the staff to their department's safety policies and procedures.
2. To serve as the department's link to the EH & Safety Office/Safety Committee by reporting safety issues that may pose immediate threat to health and safety of everybody in their department.
3. To coordinate with EHS Office activities like unit fire drills, Hazard Surveillance Inspections, update of MSDS & Chemical Inventory etc.
4. Monitor the staff's attendance to the Mandatory Safety Classes like General Safety, Fire Safety, Hazardous Materials & Waste Management, and Emergency Preparedness.



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5. Get updated of the Mandatory Safety Classes schedules and coordinate with the department head about the schedule of the staff that missed to attend the previous sessions.
6. Attend Safety Educations and Trainings of EHS Office to get basic knowledge on how to keep their department's environment safe and clean.
7. Assists Dept Heads/ supervisors in properly investigating and documenting all accidents and injuries as well as reporting to QMD & EHS Offices.
8. Communicate information on identified hazards, precautions, and required corrective actions throughout the department.
9. Assist in developing, implementing, and communicating departmental safety policies and programs.
10. Reinforce in reporting of all safety-related incidents to EHS & QMD.

Noted & Approved By:

**Mr. Nasser Al Luhaidan,**

ACOO / Safety Committee Chairman