

SAFETY COORDINATOR RESOLUTION

(NOTE: A new resolution is required whenever a new County Safety Coordinator is appointed)

WHEREAS, BALDWIN County has agreed to establish the position of Safety Coordinator to oversee a safety program that will assist with the loss prevention efforts of the county; and

WHEREAS, the Safety Coordinator will be responsible for insuring compliance with certain safety rules and regulations that protect the well-being of county employees and the general public; and

WHEREAS, the Safety Coordinator will be responsible for:

- Establishing a Countywide Safety Committee made up of at least one representative from each Safety-Sensitive Department, i.e., Sheriff's Office, Road & Bridge Dept., etc.;
- Coordinating and presiding over Countywide Safety Committee meetings (at least 2 per year), maintaining agendas and sign-in sheets of those meetings, and reporting to the Commission;
- Determining County's Safety-Sensitive Departments, implementing safety rules, and the need for each Safety-Sensitive Department to hold at least four (4) Departmental Safety meetings per year;
- Coordinating participation of Public Officials/Administrative Staff and Supervisors (PO/AS&S), Correctional Officers and Deputies, and Road & Bridge Department employees in required training;
- Attending and completing one Safety Coordinator (SC) Training annually;
- Working with each Safety-Sensitive Department with periodic safety self-inspections of all vehicles, buildings, grounds, equipment and machinery, and work practices/conditions to determine potential injury exposures and safety-related hazards;
- Assisting each Safety-Sensitive Department with the reviewing and investigating of all employee accidents for causes and making recommendations for improvements and corrections;
- Working with the Funds' Risk Control Representatives and following up with their surveys;
- Documenting and maintaining inspection records and implementing any follow-up actions; and

WHEREAS, the Safety Coordinator will be responsible for insuring qualifications have been met that will enable the county to receive a substantial discount on their insurance costs.

NOW WHEREFORE, BE IT RESOLVED that the position of Safety Coordinator has been established for BALDWIN County and KEN STRONG has been appointed the County Safety Coordinator.

RESOLVED this _____ day of _____, 20____.

_____ County Commission

_____ County Commission Chairman

ATTEST:

County Administrator

Adopted: _____