



Safety Program Liaison

ROLE & RESPONSIBILITIES

The Safety Program Liaison is appointed by the Village Administrator to oversee the safety efforts of the Village and act as a liaison for Village employees, insurance agencies, and Department Heads for safety related matters. The Program Liaison will assist the Administrator and Department Heads with risk management, policy development, maintenance, and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for running monthly safety meetings, coordinating activities and documenting meeting actions with all staff in public works, parks and office.
- Works with supervisors and employees to create policies to protect employer property and keep employees safe.
- Work with Administrator and Department Heads to ensure proper procedures are in place for hazard reporting, accident investigation, basic safety rules, and document all training by employees.
- Responsible for maintaining Globally Harmonized System, GHS (formerly MSDS forms)

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Participate in necessary or required training to fulfill the assignment of Safety Program Liaison.
- Employee with previous experience in safety programs, regulations, inspections or policy implementation preferred.

PHYSICAL DEMANDS

- This assignment may require work in outdoor settings, possibly in adverse weather conditions.

This position assignment description is intended to describe the functions and minimum requirements for the assignment. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this assignment at any time.