**Sample Safety Rep/Officer/Coordinator/Admin Responsibility Sign-off**

**Health & Safety Representative/Officer/Coordinator/Administrator**

* Know and apply the company safety policies and relevant legislation
* Daily administration of health & safety system
* Design and maintain safety bulletins, safety posters, and company safety rules and regulations
* Assist in incident investigations, analysis and preparation of incident reports and summaries
* Assist in the inspection of unsafe work refusals
* Ensure that pertinent safety reports are submitted as required
* Prepare descriptions of identified unsafe conditions and the steps to be taken to correct those conditions
* Help develop and maintain a safety equipment purchase system
* Ensure that safety inspection reports on equipment are completed and correct
* Ensure that corrective action has been taken whenever deficiencies are identified
* Help design, give, or assist with safety seminars or training
* Maintain current knowledge of safety literature and safety legislation
* Join the safety committee or work with the representative
* Liaise with OHS, WCB, and safety associations
* Be part of any OHS inspection
* If required, manage the company's WCB claims system
* Act as an advisor to all levels of management
* Maintain company safety statistics and communicate this information to all levels of management and the safety committee
* Set the examples and follow the safety code of ethics

I have read and understand my health and safety duties and responsibilities. I will perform them to the best of my abilities in support of the company health and safety system.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Printed Name and Signature |  | Date |