

Coordinate: to harmonize in a common effort, to work together harmoniously.  
-Webster's New College dictionary-

**M**ost small to medium size organizations have someone designated as the workplace safety coordinator. Typically this responsibility is incorporated into another position within the organization. Larger organizations often have a position that includes full time safety, loss control and risk management responsibilities. While there really is not one way to coordinate safety, there are some common functions that should help the organization meet their safety and loss control objectives.

A **safety coordinator** assists in the coordination of the safety efforts of the organization. This does not mean they do everything! The most effective way to impact change in an organization is through **employee involvement**. This is usually through a committee, in this case a **safety committee**. And the involvement continues by communicating the message to all members of the organization.

Successful safety coordinators rely on a strong safety committee working to keep the safety message at the forefront of the organization's goals.

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### Did you know?

An effective Safety and Health program can save \$4 to \$6 for every \$1 invested.

Source: OSHA Publication- Q's & A's for small business employers

Work-related injuries, illnesses and deaths are costly to everyone. A safe and healthy work environment pays, in more ways than one. The National Safety Council estimates the average cost of a lost-time injury to be around \$43,000.

Source: Injury Facts 2009 Ed.

Workplaces with successful safety and health management systems reduce injury and illness costs 20% - 40%.

Source: OSHA.gov

### Why have a safety coordinator?

According to the American Society of Safety Engineers, investment in a safety and health program is a sound business strategy for any organization regardless of size, and will lead to having a positive impact on the financial bottom line. In addition to outright savings on workers' compensation costs, having a solid safety and health management program with senior management commitment will improve productivity and employee morale.

Workplace injuries and illnesses are costly in both financial and human terms. Coordinating safety pays dividends in many ways, including at the end of the day everyone goes home safely, the same way they started the day.

### IMWCA's Web Site includes a multitude of resources:

- Model/sample programs including general safety model program
- Employee safety survey
- Job hazard assessment form
- Self-inspection checklist
- Training matrix
- Volunteer firefighter criteria
- Video library
- Seat belt policy
- Return to Work Now (RTWNow) online tool
- Online University
- Best Practices Program

# Resource Guide for Safety Coordinators

The American National Standard for Occupational Health and Safety Management Systems (ANSI/AIHA Z10) outlines the following keys to an effective health & safety component:

