

**Safety Coordinator Resolution #2017-025**

**WHEREAS,** Baldwin County has agreed to establish the position of Safety Coordinator to establish and oversee a safety program to 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 County-wide Safety Committee made up of at least one representative from each Safety-Sensitive department;
- Coordinating and presiding over County-wide 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, ALL Correctional Officers and ALL Deputies, and ALL Road & Bridge Department Employees in required training;
- Attending and completing at least one Safety Coordinator Training session annually;
- Working with Safety-Sensitive Departments 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 Safety-Sensitive Departments with the reviewing and investigating of all employee accidents for causes and making recommendations for improvements and corrections;
- Working with Meadowbrook Risk Management Consultants 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 Andrea Roberson has been appointed the County Safety Coordinator.

**RESOLVED** this 1st day of November, 2016.

Baldwin County Commission

ATTEST:

\_\_\_\_\_  
County Commission Chairman

\_\_\_\_\_  
Administrator

Adopted: \_\_\_\_\_  
Date

