

Brownsville Independent School District
Environmental, Health and Safety Department
3750 Robindale Road, Brownsville, Texas 78521
Office (956) 548-8081

Safety Coordinators Duties and Responsibilities

Name: _____ Campus: _____
(Please Print) Safety Coordinator

I recognize that the success of an **Accident Prevention Program** is contingent and dependent upon support from the executive level of management down to the involvement of all employees of the District. I will make every effort to assist the district to provide a working environment that is free from any recognized or potential hazard. I am aware that all management and supervisors will set an example of commitment to safety and health at the District.

I acknowledge that the following safety documentation Fire Drills, Fire Extinguisher Logs, Campus Safety Inspection & Work Request Form(s) is required on a monthly basis. Campus Safety Meetings agendas with sign in sheets are required the months of September, November, January, March and April and must be submitted to the Environmental, Health, and Safety Department at Employee Benefits/ Risk Management Department. If changes are made to the requirements I will be notified at the monthly safety meeting for Safety Coordinators.

Fire Drill - A minimum of 2 fire drills are required, one per month having 10 school days or more, as required by the State Fire Marshall. Having 2 fire drills in one month will not be substituted for a month which no fire drill was held.

Fire Extinguisher Log - All fire extinguishers must be checked on a monthly basis. Inspector's name, date of inspection, and status of each extinguisher must be noted on the Months of August thru May.

Safety Inspection and Work Request Form - Months of September, November, January, March and April.

Safety Meeting - Every staff member on your campus or department must receive safety meeting information on the months that are required. All sign in sheets must have the date, presenters name, topic and legible signature of all employees. All Campus/Department Safety documentation is to be sent to the Environmental, Health and Safety Department **by the end of each required month**. All safety documentation is to be sent via e-mail to ocano@bisd.us. Having a Safety Meeting on a month that was not required will not be substituted for a month that was required.

Employers' First Report of Injury - Is to be submitted to the Employee Benefits/Risk Management Department within 24 to 48 hours of an accident or near miss accident and submitted to the Employee Benefits/Risk Management Department. Email to workerscomp@bisd.us.

I am aware of my responsibilities as a Principal/Administrator/Safety Coordinator towards the required documentation. Please return this signed form to ocano@bisd.us

Safety Coordinator Signature

Principal's Signature

Date (Rev. 08/16)