

Safety Officer

Reports to: POD Manager

Supervises: N/A

Job Summary: The Safety Officer is responsible for the safety of POD operations.

START OF SHIFT

- Sign in on the *Check-In / Check-Out Log* and put on your ID.
- Put on appropriate PPE and find a way to identify yourself.
- Attend the shift briefing and give the safety briefing, including weather conditions, workplace safety, evacuation procedures, and the location of the first aid kit, HazMat spill kit, and fire extinguishers. Refer to *Guideline B-17: Staff Safety* (page 118) and *Guideline B-15: Staff Briefing* (page 114).
- Check that all POD staff members are wearing appropriate PPE and identification.

DURING THE SHIFT

- Ensure staff members have a safe rest area, where food and water is available. Refer to *Guideline B-14: Staff Breaks and Feeding* (page 111).

END OF SHIFT

- Report any updates on safety issues to the POD Manager.
- Brief the incoming Safety Officer.
- Sign out.