



Health and Safety Roles and Responsibilities

Policy/Approach

Please refer to the Agency Safety Policy.

The agency approach to safety monitoring involves:

HEAD START PROGRAM PERFORMANCE STANDARDS:
1302.47 Safety Practices 1302.102 Achieving Program Goals

OREGON OSHA

Procedure

- A. All staff members will be provided with training to ensure that they know the importance of complying with the health and safety regulations in addition to their individual, specific roles and responsibilities.
- B. All health and safety responsibilities and monitoring will be expected to be performed/carried out as outlined in the chart below.
- C. Health and Safety forms are standardized to ensure consistent monitoring of our facilities.
- D. Upon completion of the health and safety checklists, any facility repairs that were identified will be addressed through a submission of a work request.
- E. Copies of the Safety Walk-Through, licensing reports, and any additional inspection reports will be kept in the Center Facility Binder, which will be maintained at each individual center.
- F. If common issues or concerns are identified through the completion or monitoring of the various health and safety checks, they will be discussed during the monthly Site Managers' meetings. Proactive problem solving will occur in an effort to address common challenges that are noted among centers.
- G. The Health and Safety Roles and Responsibilities Chart, tools, etc. will be reviewed on an annual basis to determine if any changes are warranted.

Health and Safety Roles and Responsibilities

	Responsibility	How Often?	Supervisor Accountable for Ensuring Completion of	Completion Monitored by	Support Center Monitoring
Health & Safety Classroom Daily Monitoring Checklist	Teacher	Daily	Site Manager, Teacher	Safety Resource Manager	Site Manager
Playground/Outdoor Safety Monitoring Checklist	Assigned Staff	Daily	Site Manager, Teacher	Safety Resource Manager	Site Manager
Parent Room Safety Monitoring Checklist	Assigned Staff	Daily	Site Manager, Teacher	Safety Resource Manager	Site Manager
Common Area/Office Safety Monitoring Checklist	Assigned Staff	Daily	Site Manager, Teacher	Safety Resource Manager	Site Manager
Kitchen Safety Monitoring Checklist	Assigned Staff	Daily	Site Manager	Food Service Supervisor	Site Manager
Medication Administration & Allergies Oversight/Training	Health Supervisor	2x/year & as needed	Health Manager	Head Start Director	Site Manager
Health & Safety Monitoring Checklist- Facilities	Maintenance Supervisor	Quarterly	Facilities Director	Facilities Director	Site Manager
Twice Annually Safety Monitoring Checklist	Safety Resource Manager	Quarterly	Facilities Director	Head Start Director	Executive Director
Follow-up on Licensing- Related Issues	Site Manager	As needed	Site Manager Lead	Head Start Director	Ed Director
Licensure Renewal Process	Site Manager	As needed	Business Manager	Site Manager Lead	Head Start Director

Health and Safety Roles and Responsibilities

	Responsibility of / Conducted by	How Often?	Supervisor Accountable for Ensuring Completion of	Completion & Follow-Up Monitored by	Support Center Monitoring
Training of Center Staff on Health & Safety	Safety Resource Manager/Health Manager	New hire & as needed	HR Director	Head Start Director	Executive Director
Timely Follow-Up on Facilities Safety Work Requests	Maintenance Supervisor	Daily	Facility Director	Site Manager	Site Manager Lead
Safety Committee Tasks	Center Safety Rep	As Needed	Site Manager, Teacher	Safety Resource Manager	Facility Director
Major Construction	Facility Director	As Needed	Executive Director	Facility Director	Executive Director
Unannounced Monitoring Inspections	Health & Safety Support Team	As Identified	Safety Resource Manager	Facilities Director	Head Start Director
ADA Accessibility & Checklist	Site Manager	Annual	Facility Director, Mental Health-Disability Manager	Site Manager Lead	Head Start Director
Integrated Pest Management	Assigned center staff/Maintenance	Daily	Site Manager	Maintenance Supervisor/Safety Resource Manager	Facility Director
Fire Inspections	Site Manager	Annual	Business Services Manager	Site Manager Lead	Business Services Mgr.
Sanitation Inspection	Site Manager	Annual	Business Services Manager	Site Manager Lead	Business Services Mgr.