

## 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. Upon completion of the health and safety checklists, any facility repairs that were identified will be addressed through the submission of a work request.
- D. 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.
- E. If common issues or concerns are identified through the completion or monitoring of the various health and safety checks, they will be discussed during a Site Managers' meetings. Proactive problem solving will occur in an effort to address common challenges that are noted among centers.
- F. 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 or Safety Monitoring Checklist	Assigned Staff	Daily	Site Manager, Teacher	Safety Resource Manager	Site Manager
Parent Room Safety Monitoring Checklist	Assigned Staff	Daily	Site Manager, Family Advocate	Safety Resource Manager	Site Manager
Common Area/Office Safety Monitoring Checklist	Assigned Staff	Daily	Site Manager, Area Assistant	Safety Resource Manager	Site Manager
Kitchen Safety Monitoring Checklist	Assigned Staff	Daily	Site Manager, Cook	Food Service Supervisor	Site Manager
Medication Administration & Allergies Oversight/Training	Health Manager	2x/year & as needed	Health Manager	Head Start Director	Site Manager
Health & Safety Monitoring Checklist-Facilities	Maintenance Supervisor	Quarterly	Facility Director	Facility Director	Site Manager
Safety Site Visits	Safety Resource Manager	Twice Annually at a minimum	Facility Director	Facility Director	Executive Director
Follow-up on Licensing- Related Issues	Site Manager	As needed	Site Manager Lead	Site Manager Lead	Head Start Director

<b>Licensure Renewal Process</b>	Site Manager	As needed	Business Manager	Site Manager Lead	Head Start Director
<b>Training of Center Staff on Health &amp; Safety</b>	Safety Resource Manager/Health Manager	New Hire & as needed	HR Director	Head Start Director	Executive Director
<b>Timely Follow-Up on Facilities Safety Work Requests</b>	Maintenance Supervisor	Daily	Facility Director	Site Manager	Site Manager Lead
<b>Safety Committee Assigned Tasks</b>	Center Safety Rep	As needed	Site Manager	Safety Resource Manager	Facility Director
<b>Major Construction</b>	Facility Director	As needed	Executive Director	Facility Director	Executive Director
<b>Unannounced Monitoring Inspections</b>	Safety Resource Manager	As needed	Facility Director	Facility Director	Head Start Director
<b>ADA Accessibility &amp; Checklist</b>	Site Manager	Annual	Facility Director, Mental Health-Disability Manager	Site Manager Lead	Head Start Director
<b>Integrated Pest Management Training</b>	Safety Resource Manager	During NEO and once annually	Facility Director	Facility Director	Site Manager
<b>Fire Inspections</b>	Site Manager	Annual	Business Manager	Site Manager Lead	Business Manager
<b>Sanitation Inspection</b>	Site Manager	Annual	Business Manager	Site Manager Lead	Business Manager