



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 a 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 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 Manager | 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 |
| Safety Site Visits | Safety Resource Manager | Twice Annually at a minimum | 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 Assigned 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 | Safety Resource Manager | 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 Training | Safety Resource Manager | During NEO and once annually | Facility Director | Facility Director | Site Manager |
| 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. |