

# **Safety Officer Job Action Sheet**

**The objective of the Safety Officer is to maintain the safety and integrity of all staff, volunteers, and clients entering and working within the dispensing site.**

**Qualifications:** Working knowledge of POD Operations and plans.

**Report to:** POD Manager

## **Immediate Actions**

- Arrive at assigned site 2.5 hours prior to start time and check in.
- Wear proper ID/vest.
- Assist with set up of POD staff sign-in.
- Receive briefing from POD Manager.
- Review dispensing site ICS chart.
- Read this Job Action Sheet thoroughly.
- Review POD Manual
- Review security and response plans.
- Learn site surrounding for work stations, offices, lavatories, first aid and break rooms, and understand role.
- Conduct staff safety briefing.

## **Continuous Actions**

- Coordinates safety activities in all areas of dispensing site, including entrances, exits, and parking lots.
- Advise the POD Manager of any needed resources.
- Advise the POD Manager of any safety problems.
- May be asked to provide technical advice.
- Maintain appropriate logs and records regarding tasking, requests made and received, activities, actions taken and communications.

## **Final Actions**

- Brief on-coming Safety Officer.
- Participate in staff debriefing session.
- Sign-out and turn in equipment in designated area.