

MEMBER SAFETY COORDINATOR STATEMENT OF RESPONSIBILITIES

The Member Safety Coordinator is a critical part of an effective risk management program. The coordinator is responsible for establishing and maintaining a sound risk management program member-wide that meets IRMA's established guidelines. The coordinator must ensure that each department is part of its proactive efforts by establishing annual goals and objectives that continue to promote a healthy and safe work environment.

The ***[member position]*** serves as the ***[member's name]*** designated Safety Coordinator. The Safety Coordinator shall perform, with the assistance of staff and/or consultants the following risk management duties:

- Set annual goals and objectives for the Risk Management Program.
- Serve as the contact and coordinator between the ***[member name]*** and IRMA with regards to the members safety program.
- Develop internal risk management policies, procedures and programs, and communicate them to all appropriate parties.
- Maintain current records on coverage, property valuations, vehicle/equipment schedules, and training needs, as assigned by Delegate.
- Serve as a standing member and/or Chair of the ***[member name]*** Executive Safety Committee.
- Responsibility and authority to administer the member's safety/loss prevention program, with assistance of designated staff or consultants retained to provide risk management assistance.
- Coordinate IRMA onsite training and service visits.
- Periodically assess the ***[member name]*** exposures to risk and the effectiveness of existing risk management programs, and make recommendations for improvements.