

**Northern California Conference**  
**Safety Officer**  
**Job Description**

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**SUMMARY:**

The primary objective for the Safety Officer is the prevention of property losses (e.g. fire, water damage, and theft), accidents, or other losses, and at sponsored activities. The Safety Officer should also be primarily responsible for the implementation of and adherence to the guidelines listed in the Injury and Illness Prevention Program (IIPP) provided by the Northern California Conference. The Safety Officer, with the assistance of the safety committee (or board with churches), can help the entity take corrective action consistently after each loss or accident, thereby reducing major loss causes at the church.

**QUALIFICATIONS AND APPOINTMENT:**

- A. For safety and loss control, each entity should appoint a qualified individual as the Safety Officer.
- B. The Safety Officer should be organized and possess knowledge of the local organizational structure. In addition, he/she must be able to get along with people, demonstrate sound and mature judgment, and respect the strict confidential procedures associated with various aspects of accident review and investigation.
- C. A church's Safety Officer shall be given active membership on the church board.
- D. For larger organizations, a safety committee may be appointed to support the Safety Officer and assist in carrying out the loss control program for all facilities and activities. A church's board may serve in this supporting role.

**MEETINGS**

- A. The Safety Officer is to meet with and provide a report to the safety committee or church board on a regular basis, no less than once a quarter.
- B. Minutes of each meeting should reflect the Safety Officer's report and any actions taken.

**INVESTIGATING ACCIDENTS/LOSSES**

- A. An important method of controlling losses is the formal investigation and review of all accidents or other losses at the organization or at sponsored activities.
- B. At each regularly scheduled meeting, the safety officer is responsible for providing the following information:
  - 1. What was the injured person doing?
  - 2.
- C. In addition to injuries to persons, property losses should be investigated by the Safety Officer and the following items determined:

1. Description of the property.
2. How was the property damaged?
3. Was there an unsafe act?
4. Was there a hazardous condition?
5. Where possible, supply a photo of the property.

9. Operation of ATVs (3-wheeled & 4-wheeled All-Terrain-Vehicles).
  10. Scuba Diving.
  11. Bungee Jumping, Skydiving and other extreme sports.
- D. An inventory should be made of activities that require an extra degree of supervision, planning, and procedural guidelines. The activity sponsor should be required to have signed Release of Liability and Medical Consent Forms readily available. Written rules and formal procedures should be maintained and required for activities such as, but not restricted to:
1. Operation of Day-Care Centers.
  2. Operation Day Camps.
  - 3.

operating condition, inspected before each trip, properly licensed, and operated by experienced drivers.

6. 15 passenger vans (and modified—meaning seats were taken out) are never to be used in any capacity. This includes purchasing, renting, borrowing, or simply carrying items with them.

B. *Premises Inspection.* At least once a year, the safety officer should perform an inspection of the premises. Following the inspection, a written report of his/her findings and recommendations should be given to the church administration.

C. *Fidelity Controls.* Amounts above the minimum allotted Petty Cash shall not remain on premises. Monies should not be taken to the treasurer's home. For churches, church deacons should be involved in counting the money immediately after taking up the offering, and deposited as soon as possible. Ideally, offerings could be placed in a lockable deposit bag and placed in the bank's night-depository on the way home from church, with the church treasurer or assistant treasurer going to the bank on the next business day to prepare the deposit paperwork. The specific task of counting the money should be one of the duties of the treasurer.

