

Position Responsibilities: Loss Investigation Coordinator & Inspection Coordinator

The last two assigned Committee roles are the Loss Investigation Team Coordinator, and the Safety & Health Inspection Team Coordinator. This means there are a minimum of five assigned roles on the Advisory Committee (out of a total membership of maybe 8-12). While that may seem to be a lot of positions, there are a couple of reasons for the formalized separation of roles:

- It spreads responsibility among the Committee members;
- It forces participation and involvement by Committee members;
- It guards against anyone person dominating the proceedings, or having too much of the Committee burden falling on them;
- It supports the concept that the Committee is a team effort addressing multiple issues and areas;
- Having multiple people active on Committee business increases its visibility, credibility, and member buy-in.

It should also be noted that the formalized structure recommended for the Committee is designed to simplify the Committee's work, while at the same time enhancing the quality of results.

Future bulletins will address the business of the Committee, but it is obvious that there are two areas that will be included on every agenda:

- A review of the entity's recent accidents and injuries, and
- Ongoing safety inspections of the entity's locations.

Assigning a Committee member to act as point person for each of these items will increase the efficiency and quality of the Committee's actions.

Responsibilities of the **Safety & Health inspection Team Coordinator**:

- Coordinates the inspection of all entity locations on an ongoing and scheduled basis;
- Arranges follow-up inspections to monitor response to identified problems;
- Arranges an inspection team that can be unique to the location, including:
 - A person from the involved location that can provide access to all areas;
 - A person representing the department that will address the identified problems;
 - A representative from the Safety Advisory Committee;
 - The YCPARMIA loss prevention consultant; and
- Reports back to the Committee on the findings of the inspection team.

Responsibilities of the **Loss Investigation Team Coordinator**:

- Reviews all accident reports prior to the Committee meeting to ensure that there is adequate information for Committee action;
- Gathers additional accident and injury information if requested by the Committee;
- Represents the Committee during selected entity investigations with an eye toward ensuring that causation and prevention are considered issues;
- Obtains statistical loss data as requested by the Committee.