

SAFETY MANAGER-WHITE VEST
Command Staff

JOB DESCRIPTION: Monitor POD operations to develop/direct protective measures for working staff and other participants' safety. Respond to on site incidents/accidents and document pertinent information as needed.

Position Assigned to: _____
Qualifications: Safety experienced preferred.
 Your report to: _____ (Site Director)
 POD Site Location: _____ Phone # _____

Done ✓	Task Activation
<input type="checkbox"/>	Report to the Volunteer Check in Station
	Sign in and get: <ul style="list-style-type: none"> ➤ your badge ➤ job assignment ➤ job action sheet ➤ white vest and ➤ prophylaxis vaccination/medication
	Report to the Communication Lead and : <ul style="list-style-type: none"> ➤ Sign out a two-way radio and /or walkie talkie at the beginning of each shift and returned at the end of the shift
<input type="checkbox"/>	Receive briefing from the Site Director or previous shift's Site Director. Ensure knowledge of mission and communicate any concerns or problems prohibiting mission completion
<input type="checkbox"/>	Make sure you know who you report to, what you are doing (jobs), and where you are suppose to go
<input type="checkbox"/>	Review site security, medication storage, and clinic flow layout with Site Director. <i>The Site Director is the only person that has the authority to change any aspect of the pod site layout</i>
<input type="checkbox"/>	Ensure safety of all staff and monitor POD site for safety concerns on a continual basis
<input type="checkbox"/>	Complete a safety inspection of the POD site, both internally and externally prior to opening
<input type="checkbox"/>	Perform environmental/worksite hazardous assessment. Correct or have corrected any deficiencies
<input type="checkbox"/>	Advise the Site Director of hazards which will interfere with client throughput. Obtain assistance in deficiency correction if possible.
<input type="checkbox"/>	Ensure adequate inventory of safety supplies and personal protective equipment. Issue personal protective equipment to site staff if necessary
<input type="checkbox"/>	Provide safety training as appropriate
<input type="checkbox"/>	Maintain open communication with all section managers
<input type="checkbox"/>	Monitor external and internal traffic flow for order and safety
<input type="checkbox"/>	Ensure food service is safe and handled correctly and is sufficient for staff
<input type="checkbox"/>	Ensure that facility and custodial services are maintained and adequate for staff members
<input type="checkbox"/>	Ensure medical and biohazard waste is properly handled and disposed of
<input type="checkbox"/>	Monitor staff for stress and fatigue. Make arrangements for staff breaks
<input type="checkbox"/>	Document all clinic staff or client accidents/injury on designated city/county forms

	found in the Site Director's Notebook
End of shift	
<input type="checkbox"/>	Update the oncoming Safety Manager that will be taking over your shift
<input type="checkbox"/>	Give end of shift report to Site Director. Inform the Site Director if there is no one to replace you at the end of your shift. Do not leave your workstation without notifying your lead
<input type="checkbox"/>	Return radios and /or walkie talkies to the Communications Lead
<input type="checkbox"/>	Sign out at the Volunteer Check in Station. Return your vest and pick up your prophylaxis medication for your family members. You must complete a Health Assessment/Consent for Prophylaxis Form for family members for whom you are taking medication home.
Deactivation	
<input type="checkbox"/>	Oversee breakdown and re-packing of material and equipment in POD for safety concerns
<input type="checkbox"/>	Ensure that all records and reports are submitted to the Site Director
<input type="checkbox"/>	Participate in debriefing activities with TCPH

RADIO/WALKIE TALKIE MESSAGE INSTRUCTIONS

Radio messages will be short, concise, and begin with a sector identifier (ex. Greeting to Dispensing). Radios/cell phones shall be kept charged when not in use. Technical problems should be reported to the Communications Manager. It should be kept in mind that conversations can be monitored by persons not involved in the response effort (e.g. the media).