

Sample Church Safety Officer Job Description

[INSERT CHURCH NAME]

The Church Safety Officer is a vital position appointed by the **[insert selection body responsible for appointing church officers]** of [insert church name] during the selection of church officers. A successful candidate should be highly organized, possess thorough knowledge of the local church organizational structure, and be familiar with the church membership. Impeccable people skills, sound and mature judgment, and respect for strict confidential procedures associated with various aspects of accident review and investigation are essential.

As an esteemed member of the church board, the Church Safety Officer will also serve on the safety committee, tasked to support the Safety Officer, and assist in carrying out all aspects of the loss control program for all church activities.

Primary Objective:

The Safety Officer's top priority is the prevention of accidents. With the assistance of the safety committee, the Church Safety Officer can help the church achieve a position of taking corrective action consistently after each accident, thereby reducing major causes of losses at the church.

Requirements of the Role:

Regular Meetings:

The Church Safety Officer is expected to meet with the safety committee on a frequent basis and record minutes on at least a quarterly basis. If the church is too small to adequately form a safety committee, safety concerns can be addressed by the Church Safety Officer during monthly church staff/board meetings.

Controlling Accidents:

The primary method of controlling accidents will be a formal investigation and review of all accidents at the church, including both actual accidents and near-miss accidents. At each regularly scheduled meeting, the safety officer is responsible for providing the following information:

1. The injured person's activity at the time of the accident
2. How the injured person was injured.
3. The unsafe act committed.

Identification of Hazardous Conditions:

In addition to personal injury accident investigations, the Safety Officer should investigate property losses to determine such items as:

1. Description of the property
2. How the property was damaged
3. Any unsafe act that led to the property damage
4. Any hazardous conditions present
5. Where possible, supply a photograph of damaged property.

To determine the underlying causes of all accidents, the Safety Officer shall use the following procedures:

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1. Visit the scene.
2. Interview witnesses to the accident.
3. Check for causes resulting from anyone's actions, dangerous practices, inability, disobeying rules, etc.
4. Check for poor housekeeping.
5. Determine if there was defective equipment.
6. Determine if there was improper apparel.
7. Record information of any other poor conditions.

Actions to Avoid:

The Church Safety Officer should avoid the following in carrying out their duties:

1. Attempting to pin the blame on an individual.
2. Assuming there is just one cause for an accident.
3. Assigning causes of accidents that are too general or vague.
4. Determining causes of an accident without investigation.
5. Attempting to take the place of the church board/administration in corrective action.
6. Any signed, written statement or description of the incident by witnesses or persons involved.
7. Investigation of sexual misconduct incidents. These cases are to be immediately reported to Human Resources.

Release of information to anyone other than a claims representative of **[Insert Insurance Company]** or **[Insert Position of Designated Church Administrator]**.

Safety Officer Duties in Church Activities

The Church Safety Officer will work closely with other departments within the church in securing (where required) certificates of insurance for church activities. An inventory of all church-sponsored activities will be made, and prohibited activities will be identified, which include but are not restricted to **[insert restricted activities]**

Record Keeping

Church Safety Officer will also maintain inventory of activities that require an extra degree of supervision, planning, and procedural guidelines such as day camps, field trips, hiking trips, bonfires and campfire socials, hayrides, skating, water skiing, and health-screening fairs.

Work with the activity sponsor to collect signed:

1. Medical Consent Forms
2. Liability Waivers (where applicable)
3. Written rules and formal procedures for activities

Areas Requiring Professional Expertise:

The Safety Officer should review the following areas and ensure periodic inspections and/or repair by licensed professionals:

1. Boilers and mechanical equipment
2. Construction activities
3. Roof
4. Electrical wiring and equipment

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5. Fire extinguishers and alarm systems.
6. Heating/air conditioning systems
7. Cooking equipment,
8. Vehicles.