

**Fargo Park District**  
**SAFETY COORDINATOR**

The Fargo Park District has named, Barry Hanson, as the company Safety Coordinator.

The Safety Coordinator is the contact person and is responsible for the full implementation of the Safety Program. The Coordinator has the authority to delegate these responsibilities as necessary.

The duties and responsibilities of a company safety coordinator are widely varied, depending on the type of business and number of employees. Safety coordinators are responsible for all general employee safety programs.

**Training**

A major role of the safety coordinator is employee training. Regular training should be conducted to cover pertinent aspects of the company health and safety plan, new rules and safe work practices. The Coordinator is responsible for ensuring that all state and federal training requirements are met.

**Committee Leadership**

The safety coordinator is responsible for overseeing the effective and efficient function of monthly safety committee meetings. The safety coordinator is also responsible for assessing needs and forming subcommittees as necessary to proactively manage health and safety within the company.

**Inspections**

Regular inspections of all company work and storage areas should be conducted by the safety coordinator. Documentation of inspections should note safety violations, concerns and unsafe conditions. The safety coordinator is responsible for seeing that all hazards are addressed with corrective actions and abated in a timely manner.

**Accident Investigation**

Investigating all accidents should be done as soon as possible after any incident. Documentation should include witness statements, root cause investigation and corrective actions to eliminate a recurrence.

**Documentation**

Documentation, including material safety data sheets, training records, accident reports and lost time injuries, must be kept, according to all federal, state and local regulations. This is critical to company operations.

**Health and Safety Plans**

The safety coordinator is responsible for the development and implementation of the company health and safety plan. This plan should contain safety information pertaining to all aspects of operations and be in found to meet or exceed state and federal minimum requirements.

**Contact Information:**

Barry Hanson  
701-306-6325  
[bhanson@fargoparks.com](mailto:bhanson@fargoparks.com)