
FUNCTIONAL DESCRIPTION FOR OCCUPATIONAL HEALTH AND SAFETY COORDINATOR

The role of the occupational health and safety coordinator

A department/school, centre, administrative division or administrative centre can choose to establish an occupational health and safety coordinator function if deemed necessary. The occupational health and safety coordinator advises the local management, and anchors the occupational health and safety work within the unit to ensure safe and healthy working conditions.

The occupational health and safety coordinator works with the local occupational health and safety organisation on the unit's overall occupational health and safety efforts. An important function is to ensure that decisions are implemented.

Making things happen

The task of the occupational health and safety coordinator is to coordinate the occupational health and safety work and ensure that it works on an everyday basis. The occupational health and safety coordinator must ensure that progress is made in implementing the occupational health and safety tasks, for example the workplace assessment (WPA), that occupational health and safety is considered in connection with construction projects, the registration of chemicals etc. by following up on the tasks between the meetings of the Local Occupational Health and Safety Committee (LAMU) and the Faculty Occupational Health and Safety Committee/Administration Occupational Health and Safety Committee (FAMU/AAMU).

The occupational health and safety coordinator can act as the contact between the Local Occupational Health and Safety Committee and internal or external consultants.

Who can become an occupational health and safety coordinator?

The occupational health and safety coordinator is appointed by the head of department/head of school, administrative centre manager, centre director or deputy director. The choice can, for example, fall on one of the members of the department's/school's local occupational health and safety committees or a person who is employed to handle the occupational health and safety work in collaboration with the occupational health and safety organisation. The head of department/head of school, administrative centre manager, centre director or deputy director can delegate some of the tasks of the occupational health and safety coordinator, e.g. coordinating the workplace assessment, to other employees if this is deemed to be the most expedient way of organising the occupational health and safety work.

The head of department/head of school, administrative centre manager, centre director or deputy director can assume the role and handle the tasks if no occupational health and safety coordinator is appointed. The manager is always formally responsible for occupational health and safety within his/her management area.

The tasks of the occupational health and safety coordinator include:

- participating in the Local Occupational Health and Safety Committee's meetings and ensuring that the occupational health and safety efforts are implemented
- creating an overview and systematising the unit's occupational health and safety work
- keeping the unit updated on new rules and legislation within the field of occupational health and safety of relevance for employees at the department/school
- advising the local management so it can perform its responsibilities for the work environment

- acting as a coordinator for the special AU efforts to improve the work environment e.g. the workplace assessment
- preparing and maintaining work environment/safety instructions, for example for laboratories and fieldwork
- participating in the supervisory visits from the Danish Working Environment Authority and assisting in handling any orders imposed
- coordinating and ensuring the involvement of relevant occupational health and safety groups/committees in connection with local occupational health and safety initiatives, e.g. construction projects
- keeping AU HR (Development and Work Environment) updated on members of the occupational health and safety groups/committee.