

How to manage Safety Officers

Health and Safety is of the utmost priority in the program. Every staff member is CPR/First Aid Certified, is water trained, and is trained on facilitating emergency responses. This section of the Manual describes the day-to-day procedures we enact to ensure consistent monitoring of students' mental and physical well-being. This section pertains to minor incidents; for major incidents, refer to the "Emergency Preparedness Manual."

The Safety Officer is a volunteer position that acts as the primary point of contact for all medical incidents with the program, which includes joining program components where attention to safety is more present (i.e.: snorkels with inexperienced swimmers). In addition, they replenish the public first aid inventory weekly. Ideally, we have 2 safety officers present with each shift.

In cases where a Safety Officer is not secured, Brian can act as the off-site Safety Officer. He will not be scheduled for program, but he will be given a radio and will be available in emergencies. He should still be oriented to tools etc.

The Resident Advisor ensures the Safety Officer is oriented and prepared for their role. This includes an onsite orientation upon arrival, regular communication throughout the program, debrief, and appreciation.

Prepare for the tools for the Safety Officer

- Assess their schedule.
 - If they are a lifeguard,
 - they should always be in the water when students are in the water. SO + 1 normal staff. This includes all field days, salud etc.
 - 2x/ day they will assess the overall safety of the group. During Lunch and Dinner. Staff will check in with you about any needs/ concerns.
 - 2x/ week conduct Inventory and maintenance of safety gear conducted
- Print out the updated "Emergency Preparedness Manual."
- Update the medical log and include in the tools for the Safety Officer.

Prepare the Safety Officer for their role:

- Meet with the SO to review the [Inventory of supplies in Bahía de los Ángeles](#).
- Include them in all the training and orientation with all volunteers.
- Meet with them to review their role and answer their questions.

Prior to arrival (in Bahía de los Ángeles)

- Update the name of the Safety officer on the org chart in the Information Center.

Upon arrival

- Coordinate a "Field Station Orientation" given by the Mentor Manager with others arriving on the same day.
- Orient to the Marine Radio. The Safety Officer and Manager on Duty will be available via radio on Channel 16 either by the Field Station radio or handheld radio when off-site.
 - See radio directions in the "Emergency Preparedness Manual." This can be found in "Appendix F: BLA/ Mexico Specific Safety/ Marine Radio."
- Orientation to the Information Center.

- Focus on the Emergency information. (outlined in the Part 2: Emergency prevention, response, recovery/ Emergency Prevention/ Safety Equipment & Emergency Resources/ Information Center.”
- Orientation to the “Emergency Preparedness Manual.” Focus on the following:
 - Part 2: Emergency prevention, response, recovery/ Emergency Prevention/ Safety Equipment & Emergency Resources.”
 - Part 4: Incident Manager Emergency Response Procedures/ Emergency Response Procedures/ BLA & Incident Response Team Procedures.”
 - Part 5: Incident Manager Emergency Recovery Procedures
 - Appendix F: BLA Site Information.”

Orientation to tools and locations

- Public first aid and storage for restocking
 - Oxygen tanks (3)
 - Trauma board and tape
 - EMT bag
 - Radios (in garage, staff office, staff house)
 - Staff first aid
 - SAT phone
 - Travel Safety Kits
 - Activity Rosters. Used for every activity where students are taken off site to do a head count at the beginning and end of each activity.
 - Throw rings, Life Saving Cans
 - Water Safety whistle
 - AED
- Introduce to staff, noting MODs.
 - Review existing medial conditions (e.g., asthma, diabetes) and medications from student and staff “Fit to Travel” forms.
 - Review the current conditions of students and staff. Use the Medical Log. This can be found here: <smb://192.168.1.8/Master Files/LI/Summer Program/Ocean Leader Intro to Research Program/Health & Safety>
 - Share any turnover notes from the previous Safety Officer, if applicable.
 - Orient to our Water safety training. This can be found under: “Part 6: Summer Program Staff/ How to train staff/ Prepare tools/ in-person training/ Water safety training.” Focus on the role of the Water Safety Staff.
 - Regular maintenance and inventory all safety gear. This should happen 2x/ week – every Tuesday and Saturday. Check and restock field first aid kits using the inventory list. Restock all inventory:
 - Public First Aid
 - Staff Only First Aid
 - EMT Bag
 - Zip tie a note to the zipper with Safety Officer’s initials and date of last check.
 - Check pressure on all oxygen tanks.
 - If at 1500 or less, send tank back to get new one.

- Review schedule.

Day Before Departure

- Gather any “turnover notes” that should be shared with the next Safety Officer. If there is cross-over between Safety Officers, facilitate them sharing notes directly.
- Give personal thank you for their time, expertise, etc.
- Confirm time they will be leaving and note for morning meeting/high five tunnel coordination.
- Encourage them to “like” us on facebook to stay up to date on program activities and photos.
- Conduct debrief/ send in follow up thank you email with the following questions:
 - What worked particularly well for your experience? (from the orientation through your whole experience)
 - Do you have any suggestions that would improve your experience?
 - What are your ideas for improvement for workshop, talks, etc. for the future?
 - What are your ideas for your involvement if you were to come back next year?
 - Any other thoughts?

