

**COLLATERAL DUTY SAFETY COORDINATOR
SUPERINTENDENT APPOINTMENT AGREEMENT**

_____ has been selected for the Collateral
(Name of employee)

Duty assignment of Safety Coordinator for _____
(Park)

1. The acceptance of the responsibilities of this position will in no way hinder the incumbent's promotional or career responsibilities.
2. The CDSC's findings/recommendations are made with the authority of the Superintendent. The CDSC will report failure to abate findings directly to the Superintendent for corrective action.
3. This assignment has been discussed with and agreed to by the employee's immediate supervisor.
4. The incumbent is expected to devote up to 20 percent of work time to this Collateral Duty Safety Coordinator (CDSC) assignment.
5. CDSC's shall work within their collateral time to meet performance responsibilities (outlined in Appendix A).
6. CDSCs shall be **fully trained within 6 months of appointment** through the CDSC Training Pathway (Appendix B) and work toward achieving identified competencies (Appendix C).
7. CDSCs shall coordinate with their supervisor to outline an Annual Action Plan for their training and responsibilities that supports the safety priorities of the park (as defined in Park FY Safety Plans) while ensuring a broad foundational understanding of OSHA regulations in a range of areas.
8. CDSCs shall be provided with adequate and appropriate equipment, and resources to perform assigned duties.

Appointee Date

Immediate Supervisor Date

I hereby concur with this official collateral duty appointment.

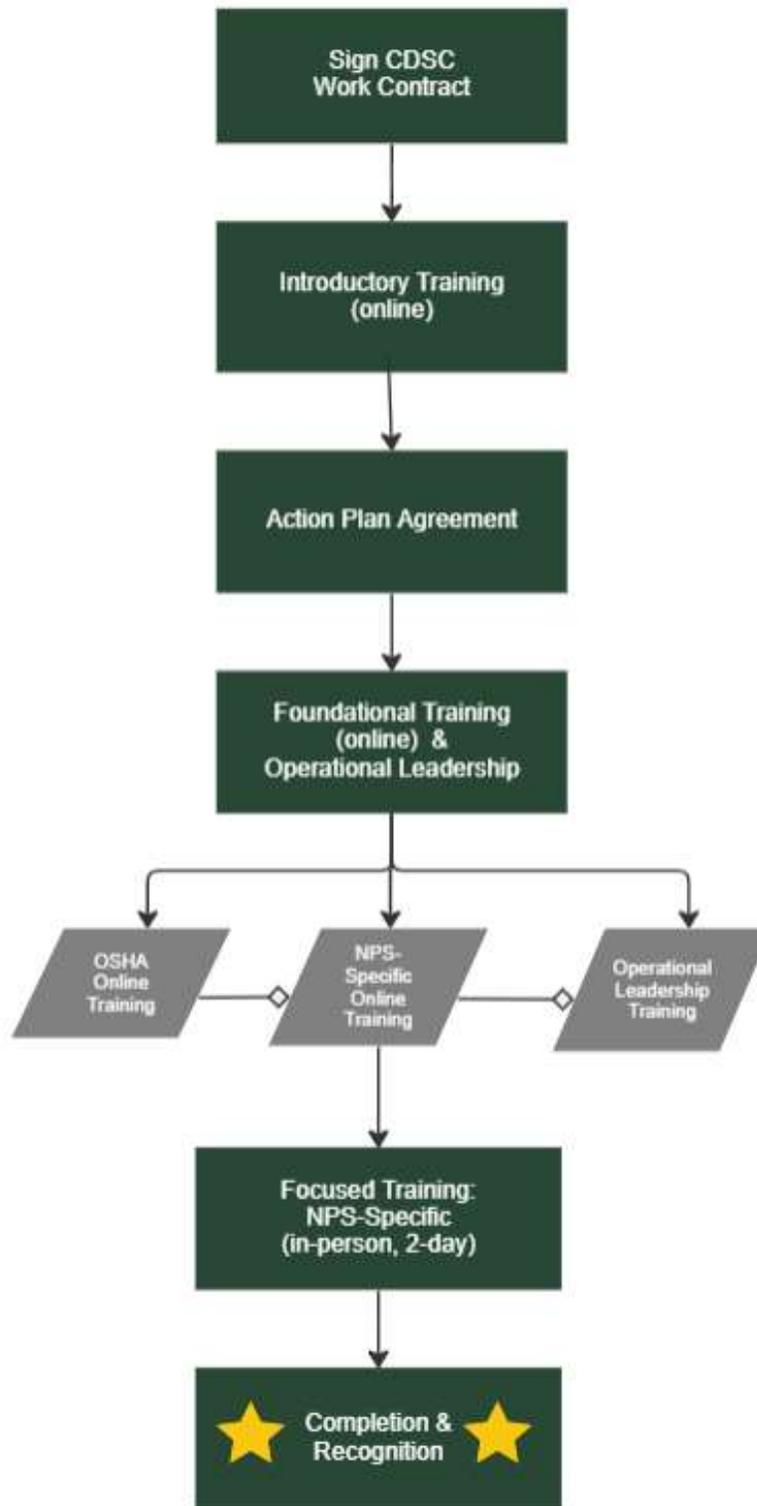
Park Superintendent Date

Cc:
Park Superintendent
Safety and Occupational Health Manager/Regional Risk Manager
Supervisor
Employee

APPENDIX A: CDSC RESPONSIBILITIES

1. Provides safety support and administration to implement the Safety and Occupational Health Program in the Park/Unit.
2. Assists the supervisor in assuring that all accidents/incidents are investigated and reported in a timely manner and in accordance with Department of the Interior policy.
3. Is familiar with and maintains a working knowledge of OSHA, DOI, and NPS safety and health standards, regulations, and policies or appropriate resources to be consulted.
4. Applies CDSC training to support Superintendent and designated safety officers in organizing, planning, and managing safety and health program at the local level.
5. Conducts routine or recurring facility inspections as required under OSHA regulations and Department of the Interior policy and/or special initiatives. Applies training to support thorough inspection of all employee work sites and employee hazard exposures.
6. Initiates appropriate actions (per regulations) to correct deficiencies based on inspection findings.
7. May serve as a member and/or advisor to the local Safety and Health Committee (is *not* the lead).
8. Assists with identifying and/or coordinating safety and health training at the local level.
9. Completes training in the CDSC Training Pathway within 6 months of appointment and attends safety and health management and technical training as necessary to remain proficient in assigned CDSC responsibilities.
10. Develops a system to ensure timely distribution of safety materials such as posters, safety bulletins, etc., which are received from the Safety and Occupational Health Manager/Zone Safety Manager or RSM.
11. Provides a channel of communication between employees and management to assist management in providing a safe and healthful workplace.
12. Collaborates with Zone/Network Safety Managers or Regional Safety Managers as needed.
13. Participates in scheduled calls with Zone/Network Safety Managers or Regional Safety Managers as requested.
14. Assists in developing Park/Unit safety plan in collaboration with Zone/Network Safety Managers.
15. Communicates with Zone/Network Safety Managers and Regional Safety Managers to ensure that the local safety, health and wellness program complies with OSHA, DOI, and NPS requirements.

APPENDIX B: CDSC Training Pathway



APPENDIX C: CDSC Competencies

Following are the general competencies that CDSCs are expected to develop through training and application in their duties. High-level performance objectives to be achieved in the CDSC training are listed for each competency.

- 1. The CDSC serves as general advisor to management on Occupational Safety and Health (OSH) matters.**
 - a. Recall basic knowledge of OSHA General Industry requirements and how they are implemented to support the NPS Safety Policy.
 - b. Review, validate, and share injury and accident data according to OSHA and NPS reporting protocols.
 - c. Identify when to report information to OSHA or other authorities.
 - d. Demonstrate skills in interpersonal communication in interactions with all levels of personnel and management.

- 2. The CDSC coordinates a Local OSH Program.**
 - a. Provide oversight to implement OSH requirements at the local park/unit.
 - b. Recall regulations and advise management in meeting OSH compliance responsibilities regarding visitor or contractor safety.

- 3. The CDSC conducts formal and recurring safety inspections.**
 - a. Apply broad understanding of current OSHA (CFR) regulations and NPS RM50B to support safety officers in compliance to guidelines in park operations, planning, or response to concerns.
 - b. Take a data-informed approach to support compliance with OSH regulations and RM50B guidance.

- 4. The CDSC ensures accidents/incidents are investigated, reported, and recorded.**
 - a. Apply specific understanding of current OSHA (CFR) regulations and NPS guidance to support investigation of incidents, inform reporting incidents according to established timelines, and ensure they are documented in systems of record.

- 5. The CDSC serves as a member of the Safety Committee/Working Group.**
 - a. Work with Superintendent to form or renew a park/unit Safety Committee or Working Group.
 - b. Support the Safety Committee/Working Group and track that progress is made on park/unit goals or actions.

- 6. The CDSC coordinates training related to OSH and specialized functional areas.**
 - a. Given an awareness of OSH requirements for safety training and NPS RM50B guidance for specific work roles, support Supervisor in maintaining a system to proactively track employee safety training.

- b. Advise management or the Safety Committee of training requirements and mitigations and evaluate training requests to ensure that adequate training is provided to the correct population and levels, according to budget availability.
- c. Communicate training opportunities to employees, supervisors, and management as they arise.