

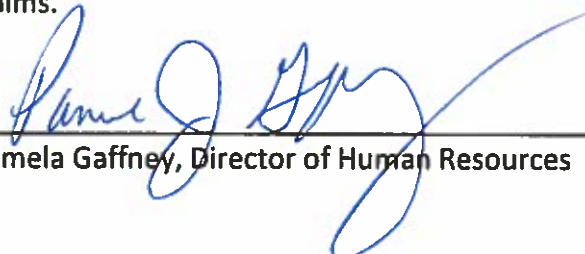


MEMO TO: All Employees
FROM: Pamela Gaffney, Director of Human Resources
DATE: February 16, 2017
RE: Designation of Safety Coordinator

Courtney Metz, Human Resources Specialist, is the designated safety coordinator for University of Colorado Medicine and is the primary contact for safety-related matters. All employees will receive an orientation to the safety rules upon initial employment and are encouraged to bring to the attention of Courtney Metz any unsafe conditions or practices. We will respond to concerns within 24 hours.

The primary goals of the safety coordinator will be to:

- Oversee implementation of the organization's safety program.
- Recommend actions to reduce the frequency and severity of accidents and illnesses.
- Integrate safety into the day-to-day activities of all employees.
- Coordinate the new employee orientation and safety training programs.
- Maintain Cost Containment Certification with the State of Colorado.
- Conduct accident investigations.
- Identify unsafe conditions and practices and determine remedies.
- Follow up with physicians, insurance carrier and employees to manage claims.



Pamela Gaffney, Director of Human Resources

2-16-2017
Date