

**JOB ACTION SHEET**  
**POD ASSISTANT SAFETY OFFICER**

**Position title:** POD Assistant Safety Officer

**Job classification code required:**

**Required Job Skills:**

**Module:** Disease Containment Branch

**You report to:** POD Manager

**You supervise (if activated):** N/A

---

---

**Mission**

To work to maintain the health and safety of all POD personnel and the public as they come through the POD.

**Initial Actions**

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet.
- Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
  - Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

**Specific Job Actions**

- Familiarize self with all areas in clinic
- Ensure safety of all POD personnel and the public as they come through the POD
- Ensure availability of PPE (as necessary), adequate rest breaks, food and drink, hygienic facilities, and assistance for those personnel with mental health needs
- Ensure all POD personnel have received prophylaxis prior to beginning work
- Coordinate with the POD Manager to supply any needed information or data on a regular basis to the POD Area Manager, and higher levels of Command
- Monitor compliance with health and safety regulations; make changes to further protect health and safety as necessary

- Communicate with other members of the POD Command Team as frequently as appropriate (help determine information and feedback systems—frequency and method of communication)
- Act as point person for all matters related to the health and safety of POD personnel or the public as they come through the POD; document any work-related illnesses or injuries of POD personnel
- Request additional resources to improve the health and safety of POD personnel or the public coming through the POD from the Logistics Chief
- Liaise with representatives from other agencies such as security personnel and parking and traffic personnel as needed to promote the health and safety of POD personnel and the public coming through the POD
- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them, on your Job Action Log

### **Conclusion of Work Shift Actions**

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

D R A F T