

FELS[®]

Farm Employers Labor Service



Serving Agriculture in Labor Management Relations



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HR Manual - Administrator Descriptions

IIPP Administrator:

The Injury and Illness Prevention Program (IIP Program) administrator, has the authority and the responsibility for implementing and maintaining this IIP Program.

Hazard Communications Administrator:

The hazard communications administrator is in charge of the company's information about chemical hazards, other hazardous substances, and the control of hazards via a comprehensive program which includes container labeling, Material Safety Data Sheets (MSDS) and training.

Pesticide Administrator:

The Pesticide Administrator is in charge of the company's Pesticide Hazard Communication Program designed to protect the health and safety of employees. The person is responsible to implement the company's Pesticide Hazard Communication Program.

Respirator Administrator:

The Respirator Program Administrator (RPA) is responsible for ensuring the effectiveness of the respiratory protection program in compliance with the respiratory protection regulation and responsible for implementing the elements of the company's written program for all uses of respirators by employees.

Lockout/Tagout Administrator:

The Lockout/Tagout Administrator is responsible for implementing and enforcing the lockout/blockout program for providing the necessary devices, and for performing frequent observations of employees involved in work requiring the use of the lockout/blockout procedures. The Lockout/Tagout Administrator will be responsible for performing the annual inspections of the procedures, including questioning employees concerning its process.

Emergency Action/Heat-Illness and Fire Prevention Plan Administrator:

The Emergency Action/Heat-Illness and Fire Prevention Plan Administrator is responsible for developing the Emergency Escape Route Map(s) for each building or work area and ensuring it is properly posted where employees can easily see it. The Emergency Action/Heat-Illness and Fire Prevention Plan Administrator is also responsible for developing the company's emergency plans including heat-illness prevention program and will insure personnel are assigned to appropriate tasks, to insure personnel are trained in emergency procedures, and to monitor the plan.