1. **Safety Program Transitional Checklist**

The purpose of the transitional checklist is to allow for an effective and efficient transition of the safety coordinator role and responsibilities. To ensure a successful transition, the agency must ensure the necessary safety program information is maintained and passed on to the newly appointed coordinator. The safety coordinator and/or the direct supervisor of the safety coordinator role shall ensure the following checklist is completed prior to the transition of the agency safety coordinator duties. The following items must be provided to the newly appointed safety coordinator and/or the direct supervisor of the safety area.

1.  Notify the Office of Administration, Absence and Safety Division at [ra-oasafety@pa.gov](mailto:ra-oasafety@pa.gov) regarding the change in safety program coordinators. Please provide the name and contact information of the newly appointed agency safety coordinator along with the name of the direct supervisor. If the safety coordinator role has not yet been reassigned, please provide an interim contact to ensure the agency receives all the necessary safety program related information.

2.  A copy of the last completed Annual Report of Accident and Illness Prevention Program Status *(LIBC-220E)*.

3.  The agency workplace safety and health (AIPP) manual and the location of all related safety program files (hardcopy and electronic).

4.  Important safety program related emails and communications, especially those from the Office of Administration.

5.  A status report of the agency’s safety program goals, objectives and any pending or in process projects.

6.  Copies or description of the agency’s loss data for the past three fiscal years. Include the effectiveness measures, loss reports or injury analyses.

7.  The names, job titles and contact information of all central office, regional or worksite safety staff / representatives.

8.  A listing of the established agency safety committees (locations and member contact information).

9.  Copies of all the data collection request information and submissions for the past 12 months. All outstanding safety program data collection requests must be completed and submitted to the Office of Administration, Absence and Safety Division at [ra-oasafety@pa.gov](mailto:ra-oasafety@pa.gov).

10.  Copies of all approved safety consultant project request forms for the past 12 months.