

RESOLUTION OF THE  
WHITE MOUNTAIN APACHE TRIBE OF THE  
FORT APACHE INDIAN RESERVATION

WHEREAS, the position of the Tribal Safety Coordinator has been established, and

WHEREAS, the Safety Coordinator should have some written guidelines to assist him in his work, and

WHEREAS, the Tribe feels that safety is an important part of the organization with applications in every phase of tribal life.

BE IT RESOLVED that the position of Safety Coordinator is hereby reaffirmed, and the attached position description is adopted as his general guidelines.

BE IT FURTHER RESOLVED that the Tribal Council shall give their full support in securing and soliciting a Safety Program under the jurisdiction of the Tribal Safety Coordinator who will work directly for the Tribal Council and be responsible to them for the performance of his duties.

BE IT FURTHER RESOLVED that the Tribal Council is hereby authorized to grant authority to the Tribal Safety Coordinator who shall contact all Tribal Enterprises and businesses, privately-owned businesses, all business and religious organizations and all residents of the Fort Apache Indian Reservation in the continuation of a Safety Program, and all tenants of the reservation will be expected to provide all possible assistance to the Safety Coordinator in the performance of his duties.

BE IT FURTHER RESOLVED by the Tribal Council of the White Mountain Apache Tribe that the Tribal Safety Coordinator and his Safety Committee will meet all of the requirements specified in the Constitution and By-Laws and operating procedures of the White Mountain Apache Tribe.

The foregoing resolution was on February 27, 1975 duly adopted by a vote of 7 for and 0 against by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it by Article V, Section 1 (1) of the Amended Constitution and By-Laws of the Tribe, ratified by the Tribe June 27, 1958 and approved by the Secretary of the Interior on May 29, 1958, pursuant to Section 16 of the Act of June 16, 1934 (48 Stat. 954).



*[Signature]*  
Chairman of the Tribal Council

*[Signature]*  
Secretary of the Tribal Council

POSITION DESCRIPTION

Position Title: Safety Coordinator

Duties and Responsibilities:

I. Introduction:

The purpose of this position is to serve as Safety Officer with additional responsibility to serve as Fire Prevention Program Administrator.

II. Duties and Responsibilities:

- (1.) Plans, organizes and directs a comprehensive Safety Program for the reservations, communities, and villages, and tenants located at this reservation. Included in this program is the responsibility to contact personnel involved in accidents which cause injury or death regardless of where or when the accident occurs on the reservation property. Initiates and prepares policies, regulations, directives and engineering data pertaining to the Safety Program. Incumbent serves as safety consultant on all matters pertaining to safety policies, procedures and programming. Performance of this duty involves continuous personal contact with all levels of supervision within the reservation as well as responsible liaison contacts with Indian Health Service, BIA, Federal, State, Municipal and private agencies, including Trading Posts.
- (2.) Reviews plans for new construction and maintenance projects with Reservation operation officials and/or contractors to insure adherence to safety practices and OSHA regulations and to provide for accident prevention measures. This requires a knowledge of plans and specifications from the standpoints of safety.

(3.) Schedules and conducts or directs any assistant safety inspector in conduct of inspections of all existing facilities which include, in addition to such typical facilities as Reservation trade, fabrication shops, fuel storage areas, explosive storage areas, etc., and other contract facilities that are located on the Reservation. The purpose of the inspection is to check for safety hazards such as faulty electrical wiring, improper installation or use of the various electrical devices and equipment, improper storage of supplies and equipment including combustibles, building deterioration, unsafe practices or conditions when loading or unloading of supplies and materials, unsafe operations of machinery and mobile equipment and other unsafe practices or conditions which may endanger personnel and property. Makes notes of unsafe equipment, devices, practices and prepares the necessary reports of inspection and makes recommendations as to the corrective action to be taken.

(4.) Participated actively in the program for precautionary measures against noise hazards at the Reservation. Works closely with the operating officials and with the medical department to resolve noise problems. Assists in conducting noise level surveys at the Reservation to determine the existence of new or unresolved noise problems. When it has been determined that a specific noise problem exists, makes studies, collects data and makes recommendations for Acoustical Treatment, Noise Control and aural protective services for personnel that are working in areas where damage risk criteria exist. Responsible for the posting of hazardous areas where ear defenders will be worn.

(5.) Assists in providing research in connection with devised and fabricated safety devices and equipment. Furnishes data and plans for new safety devices and remedial measures, (Examples--exhaust ventilating systems, basic layout plans for machine shop operations).

(6.) Assists in organizing and conducting the safety educational program; gives instructions to personnel on existing hazards, Safety practices, selects training aids and materials to promote safety consciousness. Promotes safety consciousness of personnel through on-the-job training, lectures on safety education, distribution of posters, pamphlet and other publications. Confers with operating officials and foremen on safety practices; gives proper instructions in the operation of machinery and equipment, advises on proper safeguards for equipment, makes recommendations for accident prevention. Assists in the organization of committees and councils; conducts meetings of the committees and councils and/or participates in these periodic meetings. Presents problems encountered policies and procedures being followed and the progress and results of the safety program at this Reservation.

(7.) Assists the Industrial Hygiene personnel in conducting studies of industrial hygiene engineering problems; Atmospheric Contaminants, Poisonous gases and vapor, Skin contaminants, Repeated Motion and pressure, Shock, Health Hazard Control, Ventilation, Defective Illumination, Personal Protective Equipment (Safety Shoes, Rm Safety Glasses, etc.) Medical examination for personnel exposed to occupational health hazards. All health hazards are subjected to engineering studies to appropriate and effective control measures to minimize the danger of injury to personnel. Makes recommendations to the Industrial Hygiene Section for effective utilization of protective equipment or materials. Personnel exposed to health hazards are informed of the safe practices to which they are exposed and the protective measures which have been taken for their personal safety.

(8.) Assist the Highway Safety Officer in conducting the Reservation Drivers Safety Education Program. The purpose of motor vehicle operator training is to develop safe and efficient drivers. The education and

training includes education in the classroom and actual driving training on the road. Fundamentals of safe motor vehicle operation, the Civil and Reservation rules and regulations of the road and the primary causes of traffic accidents.

(9.) Performs other related duties as required or assigned.

(10.) Assist in the Fire Protection/Prevention Program on the Reservation, including Fire Brigade, auxiliary fire training, fire prevention inspections, emergency rescue operations and review of documents and procedures.

### III. Controls Over Work:

Duties are performed under the administrative supervision of the Tribal Council. Supervisory control consists of discussions and informed conferences regarding changes in regulations, policies, procedures, and unusual problems encountered in the Indian Community. Regulatory controls consists of Regulations, OSHA, manuals, Accident Prevention Handbooks, National Safety Council Safety Practices, American Standards of Safety Practices, National Fire Protection Association, National Fire Codes 1972, 1973 or later and directives issued by NAISC, Inc., and other publications governing a safety program. Effectiveness in results, achievement of objectives, and adherence to regulations and rules are reviewed periodically by the NAISC Director and/or by an appointed representative from the Tribal Council.

### IV. Other Significant Facts:

Inasmuch as the Safety Program affects all phases of daily operations and community activities, a knowledge of the functions of each organization is required in order to determine factors that may contribute to accidents; a knowledge of maintenance and engineering practices common to Indian

Community operations; ability to detect hazards which lead to and occur in recreational, home, streets, and school activities. Performance of duties also requires ability to apply mathematical and engineering science in determining causes of accidents and arriving at a solution to accident problems, preparation of the analysis of accident trends, determine causes, to recommend corrective action; initiative and ingenuity in devising educational material and promoting the safety program.