

## SAFETY OFFICER

### **General Definition of Work:**

Under general direction, develops, implements and manages the County wide occupational safety and health program; conducts safety inspections and training; serves as consultant to departments on safety issues; and performs related duties as required. Work is performed under the regular supervision of a Safety & Risk Director.

### **Essential Functions/Typical Tasks:**

**Managing the administration, enforcement, training, and advising departments of employee safety and health and accident prevention programs; overseeing the administration of the County-wide workers' compensation program; developing, preparing, and presenting a variety of safety and health training topics; assisting in Americans with Disabilities Act (ADA-Title II); preparing and maintaining appropriate files and records; maintaining confidentiality.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Develops, implements, and manages the County's Injury/Illness Prevention Program and coordinates the participation of departments within that program; creates or modifies safety policies and updates County Safety resources as needed.
- Designs, develops and implements County wide safety training programs and maintains appropriate records.
- Conducts regular safety audits of County departments including the inspection of facilities, worksites, equipment, work practices, and safety devices to ensure compliance with required workplace safety standards, regulations, and County policy; reports findings to department and recommends changes to establish safe work conditions; may compel cessation of work in order to address potential imminent hazards; monitors changes and/or makes follow-up inspections. Conducts required drills as determined.
- Coordinates, plans, and implements the actions and recommendations of the County Safety Committee; provides technical assistance and advice to the Committee.
- Serves as a contact with NCDOL-OSHA on any occupational safety and health issue and maintains proper documentation to conform with record-keeping requirements of NCDOL-OSHA. Prepares additional required monthly, quarterly, and annual reports for compliance with State and Federal regulations and for the purpose of analyzing loss trends and assisting with developing risk mitigation strategies.
- Investigates serious accidents and/or incidents of injury or property damage at County worksites to ascertain cause and need for corrective action; develops and implements measures and strategies to prevent their recurrence in order to meet long-range loss-reduction goals; advises departments as to the keeping of records and coordinates the compilation of information necessary for Risk Management files and reports.
- Serves as safety resource to all departments and assists departments in complying with County safety standards; provides consultation, guidance, and technical assistance on matters related to workplace safety and security, including assisting in the development of department-specific safety manuals and forms and advising of proper recordkeeping requirements; assists departments in establishing standards and developing controls or work processes specific to departmental operations in order to minimize or eliminate hazards and maintain consistency with County safety policy.
- Monitors County's compliance with applicable laws and regulations; evaluates and determines impact of changing regulations; serves as the primary representative of the County with regulatory agencies; accompanies inspectors during significant visits or delegates duties to departmental safety representatives; determines, plans, and implements necessary follow-up action to comply with laws; disseminates information to departments as appropriate.
- Develops and provides individual counseling, and on-site and classroom training to staff on safety topics such as ergonomics, driving safety, personal protective equipment, and lifting/back safety; provides training to departmental safety coordinators on safety practices and policies, accident prevention techniques, and accident reporting; coordinates the keeping of records of safety training.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in Occupational Safety and Health and Risk Management. May represent the Risk Management Division before community groups or official government bodies to discuss or present County safety policies; may appear in court as an expert on safety issues or to testify about specific incidents.
- Provides oversight and monitoring of the County Workers' Compensation program. Maintains all records of

personal injuries; creates and files reports; and communicates with employees, attorney(s), Third Party Administrator (TPA) and other related parties. May participate in claim mediations.

- Administers County Defensive Driving program including DMV checks/approvals of all County drivers.
- Assists with DOT program including driver ride-alongs and ensuring all DOT requirements are met.
- Assists in gathering data and maintaining records of County assets required for various County insurance policies.
- Assist in completing insurance applications by providing data and asset information as needed.
- May participate in the ADA Interaction Process (Title I).
- Performs assigned work during emergency/disaster situations.
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

General knowledge of the principles and practices relating to insurance and risk management, occupational and/or industrial safety and accident prevention; of applicable Federal and State laws and regulations regarding employee safety; of the rules and regulations of the Federal Americans with Disabilities Act; and of the function and operation of each department. Working knowledge of office equipment and computers and applicable software applications. Proficient in developing electronic spreadsheets and presentations. Ability to analyze working conditions and recommend alternative methods and procedures; to understand and administer safety and risk management regulations; to research, compile, and analyze technical and other data; to plan, develop and conduct training programs; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships with department directors, supervisors and other employees; to communicate firmly and tactfully in the enforcement of safety regulations; to maintain confidentiality; and to attend work regularly.

**Education and Experience:**

Requires graduation from an appropriately accredited college or university with a degree in business, insurance/risk management, occupational safety and health or related field and some experience in occupational or industrial safety programs, workers' compensation laws, and/or commercial property/liability insurance is desired. Prior experience in claims, loss control, risk management or safety/risk training is preferred. Relevant insurance designations may be considered. An equivalent combination of education and experience that would provide the required knowledge and abilities may be considered.

**Physical Requirements:**

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**Special Requirements:**

Possession of an OSHA 501 certificate or must obtain within two years of employment. Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy. Position requires occasional after-hours and on-call duty rotation.

Desirable Qualifications: Designation as a Certified Safety Professional (CSP) by the American Board of Certified Safety Professionals or possession of other applicable certification [i.e. designation as an Associate Safety Professional (ASP), Certified Industrial Hygienist (CIH), or possession of the National Safety Council's Advanced Safety Certificate (ASC)].

Manager of Environment, Safety and Health (MESH), Associate in Risk Management (ARM)