

OCCUPATIONAL GROUP: Inspection and Safety

CLASS FAMILY: Safety and Loss Control

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to perform inspections on various entities in order to verify compliance with statutes, regulations, policies, procedures and guidelines.

CLASS TITLE: Safety and Loss Control Associate

DISTINGUISHING CHARACTERISTICS:

These positions administer an occupational safety program designed to ensure compliance with all federal and state workplace safety requirements in a district of a state agency. They review work practices, work sites and facilities to identify unsafe conditions. These positions work with employees, supervisors and managers to identify and correct workplace safety problems. They are responsible for ensuring hazardous wastes are disposed of in accordance with applicable regulations. These positions require participation in a series of training and certification programs covering various aspects of occupational safety. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts surveys to identify and evaluate occupational health, safety and environmental conditions.
- Conducts and coordinates on-site inspections to audit physical conditions and safe work practices.
- Develops and writes accident prevention and loss control system for operational policies and procedures.
- Assists in the development of education and training materials.
- Develops and conducts on-going safety training programs.
- Provides technical advice and counseling to agencies, managers and employees.
- Maintains information and records to ensure compliance.
- May serve on Safety Committees.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal and state rules, regulations, policies, practices and procedures regarding safety.
- Knowledge of industrial hygiene and safety and their application to industry, government, and private organizations, etc.
- Knowledge of safety inspection procedures.
- Ability to analyze safety inspection findings.
- Ability to compile and develop reports.

- Ability to establish and maintain good working relationships.
- Ability to communicate both verbally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: 2 to 3 years of full-time or equivalent part-time paid experience related to safety and loss control.

Education & Experience Substitution: Additional experience as described above may substitute for the required education on a year-to-year basis. Master's degree in safety or industrial hygiene may substitute for two years of the required experience.

Certificates, Licenses, Registrations: A valid drivers' license may be required.

CLASS TITLE: Safety and Loss Control Coordinator**DISTINGUISHING CHARACTERISTICS:**

These positions work in planning, developing, coordinating, evaluating and implementing policies and programs related to occupational health and safety management for state buildings statewide, ensuring a safe and accident free environment for patients, visitors and employees. They recommend action to be taken when there is a violation of safety procedures or federal and state laws. These positions are responsible for assuring compliance with Joint Commission on the Accreditation of Hospital Organizations (JCAHO) and Environmental Protection Agency (EPA) and other state and federal regulations. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops and coordinates the implementation of programs for the detection and mitigation of life safety, occupational safety, infectious waste/hazardous materials and security hazards in a facility.
- Develops and applies policies and procedures and reporting mechanisms for occupational health and safety programs; assures compliance with federal and state laws for reporting occupational safety and health accidents.
- Functions as a safety officer and as a lead position, chairs safety committees, represents the facility or the division to federal and state safety groups.
- Conducts regular safety and security inspections.
- Oversees the timely investigation and reporting of employee/patient injuries, accidents and infectious waste/hazardous materials incidents. Assures the collection and reporting of life safety, occupational safety, environmental regulation and security data, evaluates patient/employee injury data, identifies causal factors and trends and recommends appropriate corrective action.
- May supervise the work of others.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal and state life safety, occupational safety, environmental and emergency response regulations and reporting requirements.\
- Knowledge of safety management and accident prevention practices and techniques.
- Knowledge of JCAHO standards relating to hospital safety and security including life safety, occupational safety, infectious waste/hazardous materials and security.
- Knowledge of modern principles and practices relating to life safety, occupational safety and environmental regulation.
- Ability to develop, implement and evaluate occupational health and safety programs. Ability to develop, implement, coordinate and evaluate hospital safety and security programs.
- Ability to investigate workplace accidents. Ability to conduct and evaluate safety and security inspections, drills and tests.
- Ability to identify workplace safety training needs and to develop and deliver effective occupational health and safety training programs.
- Ability to write technical reports relating to occupational safety and health.
- Ability to maintain effective working relationships with employees, contractors, public officials and the public.
- Ability to communicate effective, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: 3 to 5 years of full-time or equivalent part-time paid experience related to safety and loss control.

Education & Experience Substitution: Additional experience as described above may substitute for the required education on a year-to-year basis. Master's degree in safety or industrial hygiene may substitute for two years of the required experience. Designation as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Associate in Risk Management (ARM), Associate Safety Professional (ASP), or Associate in Loss Control Management (ALCM) may substitute for one year of the required experience.

Certificates, Licenses, Registrations: A valid drivers' license may be required.

CLASS TITLE: Safety and Loss Control Specialist

DISTINGUISHING CHARACTERISTICS:

These positions work independently in administering an occupational safety program designed to ensure compliance with all federal and state workplace safety requirements for state agencies. They work independently with employers concerning safety and loss control and serve as a team leader. These positions review work practices, work sites and facilities to identify unsafe conditions. They conduct regular safety meetings and conducts safety training sessions. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Consults with employees on matters relating to industrial hygiene, occupational safety programs and performance leading to a safer and healthier workplace.
- Evaluates employer safety programs and work sites for hazardous conditions.
- Develops and conducts training programs.
- Leads the work of others.
- Conducts underwriting surveys of employers who have or may have significant industrial hygiene exposures.
- Analyzes loss information to determine accident trends and provide employers with effective solutions.
- Conducts monthly safety meetings with employees.
- Makes regular inspections of sites to ascertain types of wastes produced, sources and volumes of waste, disposal methods, compliance with laws and regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of various core elements within the occupational safety and industrial hygiene process.
- Knowledge of core elements within construction and general industry occupational safety regulations.
- Knowledge of effective safety and health program management. Knowledge of occupational health issues.
- Knowledge of general highway standards and maintenance techniques.
- Knowledge of capabilities of construction and maintenance techniques.
- Knowledge of risk management.
- Ability to compile, analyze, and report on findings.
- Ability to interpret laws and standards and apply them to particular situation.
- Ability to use common industrial hygiene sampling equipment.
- Ability to work in special apparel such as self-contained breathing apparatus, respirators and/or encapsulated suits.
- Ability to develop and conduct safety training programs.
- Ability to maintain effective working relationships.
- Ability to speak before groups.
- Ability to communicate both orally, and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: 4 to 5 years of full-time or equivalent part-time paid experience related to safety and loss control.

Education & Experience Substitution: Additional experience as described above may substitute for the required education on a year-to-year basis. Master's degree in safety or industrial hygiene may substitute for two years of the required experience. Designation as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Associate in Risk Management (ARM), Associate Safety Professional (ASP), or Associate in Loss Control Management (ALCM) may substitute for one year of the required experience.

Certificates, Licenses, Registrations: A valid drivers' license may be required.

CLASS TITLE: Safety and Loss Control Supervisor**DISTINGUISHING CHARACTERISTICS:**

These positions perform supervisory work directing the occupational safety programs. They plan, organize, direct and review the work of the professional staff in providing loss control services to employers. They implement policies and procedures governing the conduct of loss control services. These positions may oversee the administrative functions of the unit to include budgeting, personnel staffing, training, goal setting and reporting. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs the administration of a safety and loss management program.
- Directs activities such as safety programs, safety inspections, design and implementation of targeted employer programs, acquisition of qualified resources through out-sourcing, and monitors the performance of same.
- Directs and implements activities related to the review and approval of Qualified Loss Management Programs, acquisition of qualified loss management firms, monitors results achieved by said firms, coordinates qualified loss management programs with rate-making support, claims management, risk managers, and financial reporting.
- Direct, audits, and oversees state-recommended safety education and training seminars and directs and develops focus groups to design innovative solutions to chronic and repetitive safety and health programs; oversees the budget for these activities.
- Directs research and analysis activities for the compilation and preparation of reports for dissemination to requesting employers.
- Review safety and loss control programs proposed by employers, recommends changes, and approves or denies these plans.
- Develops and coordinates statewide training and education needs and resources for employers requesting services for those mandated for such services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state and federal safety and health regulation.
- Knowledge of safety and loss control methods and practices.
- Knowledge of occupational safety practices and principles for correcting unsafe work conditions/practices.
- Knowledge of industrial work procedures and plant operations.
- Ability to develop, implement and evaluate occupational safety programs.
- Ability to interact effectively with corporate leaders and public officials.
- Ability to communicate effectively, orally and in writing.
- Ability to interpret and apply federal and state safety and health regulations.

- Ability to supervise the work of others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: 6 to 7 years of full-time or equivalent part-time paid experience related to safety and loss control.

Education & Experience Substitution: Additional experience as described above may substitute for the required education on a year-to-year basis. Master's degree in safety or industrial hygiene may substitute for two years of the required experience. Designation as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Associate in Risk Management (ARM), Associate Safety Professional (ASP), or Associate in Loss Control Management (ALCM) may substitute for one year of the required experience.

Certificates, Licenses, Registrations: A valid drivers' license may be required.