

# **SAFETY COORDINATOR HUMAN RESOURCES**

## **GENERAL STATEMENT OF JOB**

Under general supervision performs responsible administrative and technical work in the development, implementation, and administration of the Caldwell County Local Government safety program. An employee in this class is responsible for planning, organizing, developing, implementing, and enforcement of the safety program for Caldwell County agencies and departments. Work includes conducting training on a variety of OSHA and safety related rules and regulations, inspecting work areas to assure compliance with safety policies and procedures, and making recommendations for improvement of the work environment. Duties require knowledge of OSHA laws, rules, and regulations; standard safety practices and procedures; knowledge of worker's compensation general statutes and regulations; and creative and innovative ways to develop and establish an effective program. The employee is subject to inside and outside environmental conditions. Employee is also responsible for screening and independently handling a variety of inquiries by telephone and in person. Employee must exercise tact and courtesy in contact with the general public. This position reports to the Human Resources Director

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

Plans, develops, organizes, and implements the County's safety program using input and assistance from department heads, department representatives, and technical assistance resources.

Assesses the County Safety program on an on-going process, develops and updates safety policies, procedures, and processes for the County.

Inspects work areas for compliance with laws, policies, rules and regulations; communicates corrective measures needed to management; reviews and rechecks progress on a regular basis until standards have been met.

Obtains resources or offers training programs to implement the program, maintain safety awareness, and assures laws and policies are being followed.

Prepares safety, OSHA, or related reports for monitoring and compliance agencies, including technical writing of related materials.

Develops contact with monitoring agencies and keeps current with changes in laws, rules, and regulations.

Coordinates activities of the County Safety Committee, chairing meetings and providing input and direction based on regulatory and universal loss control and risk management standards.

Conducts / coordinates safety inspections of County owned and/or occupied facilities and operations; prepares safety inspection reports; makes recommendation for necessary corrective measures to ensure compliance with established policies, laws, codes and regulations.

Investigates and coordinates investigations of accident reports and complaints pertaining to the safety and health of employees.

Investigates and analyzes specific incidents resulting in loss to the County and recommends policy and/or procedural changes to eliminate or minimize risks.

Coordinates training on evacuation and fire drills for all County buildings and facilities.

Assists in the inspection and investigation of all third party accidents that occur on County owned and/or occupied property.

Implements and oversees the County safety award and recognition program.

Prepares reports, presentations, schedules meetings and training, and sends correspondence to appropriate persons in a timely manner.

Attends conferences, seminars, workshops, classes, lectures, etc., as appropriate to enhance and maintain knowledge and proficiency.

Delivers visual demonstrations, talks and films, and performs other public relations and educational activities in programs to improve consciousness of work place safety.

Responsible for ensuring a safe work place and environment for all assigned personnel coordinating activities utilizing the resources available through the County's safety program.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from an accredited college with a Bachelor's degree in occupational safety, industrial hygiene, business administration, public administration, or a related field, and three to five years of experience in administration of safety function, which has included training, program monitoring, and compliance; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.