



CLASSIFICATION NO. 423

Established: 1/97

Revised: 6/15

FLSA: Exempt

EEO: 2

## **SAFETY AND LOSS CONTROL COORDINATOR**

### **CLASS CHARACTERISTICS**

Under direction, plans, organizes, coordinates, and administers a safety program for a department or a division; acts as liaison to Risk and Benefits Division staff on safety, liability, policy development, and loss control issues; conducts safety inspections and investigates accidents; arranges and conducts training to maintain compliance with safety regulations of various state and federal agencies; and to perform related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Safety and Loss Control Coordinator is responsible for helping to ensure a safe working environment and complying with safety regulations, rules, policies, and procedures within a department or division. This position coordinates with Risk and Benefits Management Division regarding development of policies and procedures related to liability, casualty, and loss control issues for the department.

The Safety and Loss Control Coordinator differs from the Risk and Loss Control Analyst which assists in ensuring a safe and healthy working environment, inspects County facilities and equipment and identifies risk and loss hazards, analyzes, consults and develops loss control and loss reduction measures, and ensures compliance with safety regulations, rules, policies, and procedures. It differs from the Integrated Disability Analyst which performs a variety of journey-level professional and technical work in the administration of the County's workers' compensation, disability and family medical leave programs.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, organizes and coordinates department or division safety management program and develops procedures to ensure compliance with safety regulations of State and Federal regulatory agencies; evaluates the safety program and monitors incident and loss data to improve the effectiveness of the program; maintains safety files and records as required by the regulations.
2. Coordinates department's loss control program with Risk and Benefits staff to reduce risks and liabilities by investigating incidents and accidents, collecting data, developing summaries, and providing reports to Risk and Benefits staff for resolution of liability, casualty, and loss claims; coordinates with the Integrated Disability Analyst on early return to work program; acts as liaison with Risk and Benefits staff in the development of policies related to loss control and safety within the department.

3. Coordinates the Hazmat team; schedules and coordinates appropriate training for the Hazmat responders; develops and implements methods for identifying, controlling, and reducing hazardous materials in the workplace; identifies and coordinates proper disposal of hazardous materials; coordinates disposal of hazardous materials with other jurisdictions.
4. Conducts on site safety inspections to ensure proper safety equipment is utilized and safety procedures are followed; recommends and implements corrective action; responds to employee complaints and concerns regarding safety; accompanies Federal and State inspectors on inspection tours.
5. Assesses safety training needs of the department; coordinates and conducts safety and occupational health training programs for regular and temporary employees; performs research; reviews and selects safety and health training materials to update employees on new or revised safety laws or regulations; conducts or arranges training sessions; trains supervisors and employees in safety procedures, accident investigation, and work site inspection.
6. Facilitates regular safety committee meetings and accident review board meetings; establishes topics for department or divisional safety meetings; collects, compiles, and presents information on work place hazards, accidents and other safety related issues;; follows up with supervisors to ensure that safety committee suggestions are presented to the Department or Division Managers for consideration.
7. Reviews, investigates, and documents accidents and incidents occurring within the department; interviews participants and witnesses; consults with other County departments; prepares documentation of incidents, accidents, and near misses.
8. Serves as department safety consultant; prepares and maintains safety manuals and safety data sheets (SDS); provides technical assistance in the selection of materials, equipment, and safety devices; assists in developing and implementing emergency preparedness program.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Federal, State, and local safety agency regulations and rules applicable to department operations, including Occupational Health and Safety Act, Accident Prevention Division, Department of Motor Vehicles, Environmental Protection Agency, Department of Environmental Quality, and Department of Transportation; principles and practices of industrial safety; accident prevention, occupational hazards, hazardous materials identification and disposal methods.

Working knowledge of: Basic principles and practices of liability and loss control methods; materials, methods, tools, and equipment used in road, bridge, and traffic control construction and maintenance; methods and tools used in vehicle maintenance and repair; basic principles and practices of safety training, safety program evaluation and development; principles of research and report development; principles and practices of interviewing; basic math; English grammar; standard office practices; personal computers including word processing, spreadsheet, and database computer applications.

**Skill to:** Communicate effectively, both orally and in writing; interpret and apply safety regulations and policies; identify hazardous working conditions and practices; conduct interviews; investigate and analyze accidents, summarize results of investigations, coordinate with Risk and Benefits staff, and recommend corrective action; maintain accurate records; operate standard office equipment; operate video camera, recorder and editing equipment; speak effectively before groups; conduct training sessions; establish and maintain effective working relationships with co-workers, other department personnel, and the public.

### **WORKING CONDITIONS**

Duties require on-site visits and exposure to loud noises, heavy equipment, hazardous materials, busy road traffic, and adverse weather conditions.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Possession of or ability to obtain within three months of hire:

- Hazardous Waste Operations and Emergency Response (HAZWOPER) certification as per OSHA Standards 29 CFR 1910.120 and Traffic Control Supervisor certification

Edited: 7/12