



CLASS TITLE: WORKPLACE SAFETY & TRAINING OFFICER

BASIC FUNCTION:

Under the direction of the Risk Manager, is responsible for assisting with coordinating the County's safety, inspection, loss control and training program with emphasis on the prevention of injuries, occupational disease, vehicle accidents, equipment and material damage and County liabilities.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Ensures conformance with OSHA standards by conducting routine safety inspections of County facilities to detect potential accident and/or health hazards; informs departments of findings; recommends corrective or preventative measures to correct safety problems; and conducts follow-up inspections to ascertain that problems have been corrected.
2. Monitors departments' accident and injury reports, analyzes data, claims and accident reports to determine causes; investigates claims for workers' compensation; and analyzes loss control reports to determine trends and develop frequency reduction/preventative measure. Writes investigation, inspection and special reports as required.
3. Assists in planning, developing and coordinating safety training programs including new employee general safety orientation; designs safety training courses, including visual aids, classroom materials and reference manuals; conducts training (or train program instructors) to provide employees with behaviors, knowledge and skills to keep appropriate individuals and entities apprised of results.
4. Evaluates the effectiveness of safety training programs, using pre- and post-training loss data to measure level of effectiveness against established loss goals; prepares written reports, including recommendations for safety training modifications to keep appropriate individuals and entities apprised of results.
5. Analyzes new and revised laws and regulations to evaluate their impact on County work policies and procedures; recommends, develops or modifies County-wide safety policies to maintain compliance with OSHA standards; informs County and department managers of changes in legal and environmental regulations affecting the workplace.
6. Consults with other agencies and subject matter experts and researches trends, in order to remain aware of the most current methods and procedures for workplace safety and adjusts current training practices to take advantage of new practices and techniques.

7. Works to ensure that County personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.
8. Represents the County in matters related to workplace safety, including claims appeal hearings, County review boards and OSHA.
9. Maintains central files for all records and reports involving occupational safety, health and loss control.
10. Serves as primary advisor for the Safety Committee and attend committee meetings.
11. Writes investigation, inspection and special reports.

EDUCATION AND EXPERIENCE:

Three to five years of full time experience performing inspections of buildings and facilities for occupational safety; two years of instructor training experience; one year of full time experience investigating workers' compensation claims; and an AA degree OR equivalent combination of related training and experience. Ability to use standard office equipment including computers, copiers and faxes.

KNOWLEDGE, ABILITIES AND SKILLS:

Effective teaching habits and capabilities for instructing both lay people and professionals; ability to establish and maintain effective working relationships with other employees; strong oral and written communication, computer software, and multi-media presentation skills; ability to maintain accurate up-to-date computer/manual records and files.

LICENSES:

Valid Nevada driver's license required within two weeks. Safety Officer, HazMat or CPR certifications desired.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

On-site safety/training officers, training assistants, secretarial and clerical staff.

CONTACTS:

Co-workers, County Manager, Assistant County Manager, department heads/supervisors and other County employees, the County associations, media, Board of Commissioners, elected officials and federal/state agencies.

PHYSICAL EFFORT:

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Strength, dexterity, coordination and vision to perform workplace inspections; move from place to place within the office and other work sties; walk, stand, sit or drive for prolonged periods of time; handle files, stacks of paper, safety equipment and other materials; and occasionally lifting of items up to 25 pounds.

WORKING CONDITIONS:

Work is performed in a standard office environment and various indoor and outdoor off-site locations. Must be able to perform training duties.