

SAFETY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving planning, developing, implementing and monitoring comprehensive safety and training programs, which includes departmental standards for the protection of employees, and the public use of municipal-owned properties and facilities. The Safety Specialist ensures that all employees complete the required pre-employment and/or safety training. He/she also acts as a resource person in the inspection of facilities, work sites and work practices to ensure compliance with PESH &/or OSHA standards and other applicable state/federal safety regulations and insurance requirements. The work is performed under the general supervision of the Manager of Risk and Insurance. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and maintains policies and procedures to ensure compliance with PESH &/or OSHA requirements and to ensure that employees are aware of current regulations.

Ensures compliance with all PESH &/or OSHA mandated employee training, recordkeeping and reporting; prepares for and accompanies inspectors from regulatory agencies and insurance companies;

Investigates all county safety incidents and determines whether corrective action is needed to prevent recurrence; reports findings to the County Safety Committee; monitors corrective action program in this regard;

Responsible for designing instructional materials and providing training to employees in order to comply with all PESH &/or OSHA requirements;

Develops and communicates safety plans, including those connected with emergency preparedness and conducts drills as appropriate;

Makes regular, routine inspections of facilities/job sites to observe potentially hazardous conditions and work practices;

Inspects and investigates accident and loss sites to determine causes and arrive at means to prevent similar accidents from recurring;

Establishes and maintains a central file system, which includes departmental reports of hazard identifications and progress of the corrective action, loss control information and reports and other information as appropriate to capture loss statistics for use in program development;

Reviews legislation, rules and regulations (including but not limited to: NFPA, OSHA, FAA, VCAHO, NEC, LSC101, ESC, NESC, NYSDOL, DOT, CDL, EPA, DEC, and AHERA) affecting safety and health standards that govern public and employee safety and facility protection and advises on the need for modifications to meet jurisdiction standards;

Provides advice and counsel to various departments, divisions and the County Safety Committee regarding individual safety programs;

Reviews plans for new buildings and renovations to ensure compliance with various safety codes and standards;

Provides technical advice, i.e. provides answers to loss control, safety, fire prevention, and loss prevention questions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of safety plans and programs as they relate to county operations;

Good knowledge of pertinent sections of the Occupational Safety and Health Act standards and regulations and other regulatory agencies as applicable as well as pertinent rules and regulations of New York State departments;

Working knowledge of loss control methods of primary risk exposures;

Ability to coordinate and administer a continuing program of safety information and training;

Ability to conduct investigations, analyze findings, recommend and implement corrective action;

Ability to establish and maintain a record keeping system for safety control;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain effective working relationships with groups and individuals;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, industrial safety, or a closely related field and one year of experience in a position responsible for hazard recognition; evaluation, analysis, development and implementation of workplace safety conditions; OR

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- B) Five years experience in a position responsible for: hazard recognition; evaluation, analysis, development and implementation of workplace safety controls; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.