

SAFETY ADMINISTRATOR

KIND OF WORK

Professional safety program work.

NATURE AND PURPOSE

Under general direction, plans, implements, and evaluates the safety, health promotion and workers' compensation cost control programs for a major department; coordinates and directs those programs in multiple locations/districts throughout the state so that the number and severity of accidents is minimized, the department complies with state and federal laws and rules, programs are developed to promote employee health and well being, and workers' compensation costs are contained. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develop a program to monitor/audit the effectiveness of regional/institutional accident/injury prevention and safety programs to assure a safe environment and compliance with applicable regulations. This is accomplished by: reviewing existing programs, developing departmentwide policies, writing the safety manual, and training the department safety personnel.

Establishes and coordinates early return to work programs for workers' compensation claimants to control overall program costs. This is accomplished by: establishing physical standards to guide medical and rehabilitation personnel in early placement and job restructuring; directing personnel staff and supervisors to identify appropriate vacancies, light duty tasks and alternate placement options.

Develop and implement health and wellness programs to increase employees awareness and participation in preventive wellness programs. This is accomplished by: developing health and wellness policy, giving guidance to regional/institutional safety personnel in developing local health and wellness programs, and identifying and promoting community health and wellness programs.

Plan, develop and implement departmentwide safety training programs to ensure the health and safety of employees and minimize workers' compensation risk. This is accomplished by: assessing department training needs; writing safety training courses; teaching managers how to analyze job accidents in terms of modifying the work environment; and establishing a library of health, safety and wellness material.

Audits and evaluates injury/illness reports in order to identify and initiate preventive measures. This is accomplished by: reviewing injury/illness reports for cause factor analyses; resolving issues of dispute relating to workers' compensation claims and rewards with the Department of Labor & Industry; and determining need for surveys and appraisals such as Fire Marshall, Pollution Control Agency, etc.

Directs investigations and/or investigates serious accidents to determine their causes and propose remedial actions and preventive measures. This is accomplished by: interviewing the supervisor, co-workers and the employee; examining the work site; and analyzing all evidence.

Direct the Right-to-Know program to ensure employee safety. This is accomplished by: directing the identification of hazardous components of purchased materials; assuring that materials are properly labelled; employees are informed of their proper use; and directing the disposal of hazardous material.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Principles and practices of occupational safety and health sufficient for developing safety and wellness policy and procedures.

Data analysis sufficient to determine trends from summary reports on workers' compensation cases and first reports of injury.

Federal and state regulations governing safety and workers' compensation sufficient to ensure that department practices are in compliance.

Hazardous material management and disposal sufficient to plan for safe use of materials and their proper, legal disposal.

Safety equipment and equipment test procedures sufficient to require the use of specific equipment and to make recommendations on the purchase and modification of equipment.

##### Skill in:

Oral communications sufficient to persuade managers and employees of the importance of attention to safety and to give effective training sessions.

Written communications sufficient to write clear, unambiguous policies, procedures, and instructions.

Ability to:

Establish and maintain effective working relationships with employees, other agencies, and the public.

Est.: 8/30/85  
Rev.:

T.C.:  
Former Title(s):