



OCCUPATIONAL SAFETY SPECIALIST

GENERAL RESPONSIBILITIES

Under the direction of the Risk Manager, the position is responsible for assisting in administering and implementing occupational safety and loss control programs to establish safe and healthy working conditions for all school division employees. Additionally, the position is responsible for conducting incident investigations; analyzing work-related incidents to provide recommendations for corrective measures; and ensuring Occupational Safety and Health Administration (OSHA) compliance for the school division.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Under the direction of the Risk Manager, work to ensure the school division complies with all applicable federal, state, and local safety regulations and guidelines.
- Assist in establishing standards and procedures to ensure compliance with required occupational safety regulations, internal school division and/or department safety programs, or operational needs related to specific job conditions.
- Update and maintain all safety and loss control programs.
- Develop new training modules for the annual web-based mandatory training program for division employees.
- Coordinate the Defensive Driving Awareness and CPR / AED training programs required for certain school division employees
- Administer basic safety programs and assist with complex safety programs.
- Deliver technical safety and loss control training programs to school division employees as outlined in the Occupational Safety and Health Administration (OSHA) standards.
- Conduct annual employee department specific safety and risk reduction training to Science, Theater, Health Services and Physical Education departments.
- Conduct annual auxiliary building safety audits along with risk identification and evaluation activities; recommend corrective action when hazardous conditions, preventable incidents, or inadequate safety procedures are identified.
- Assist in annual safe school audits by recognizing recommendations for corrective action when hazardous conditions, preventable incidents, or inadequate safety or security procedures are identified.
- Manage the Safety Data Sheet Program to ensure compliance with the OSHA Hazard Communication Standard.
- Conduct employee and student incident investigations to help reduce/minimize/eliminate potential liability risks.
- Respond to safety-related incidents to help reduce/minimize/eliminate potential liability risks.
- Assist in the analysis of accident or injury trends and help prepare recommendations for new or modified occupational safety programs to reduce or prevent accidents.
- Assist in compiling data and information for accident and illness summary reports.
- Conduct monthly Safety Team Meetings with departments.
- Attend quarterly Executive Safety Committee Meetings.
- Keep up to date with current trends in safety publications and regulations.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of Occupational Safety and Health Administration (OSHA) regulations and National Fire Protection Association (NFPA) guidelines, particularly as they relate to school and auxiliary facilities; thorough knowledge of currently accepted safety practices and principles as they relate to division operations, and a knowledge of statistical and trend analysis. Must have a general knowledge of building layouts, equipment, and construction materials used in school facilities. Must have the ability to interact and work with staff, students, and the community in a confidential and collegial manner, and conduct incident investigative analysis. Must have the necessary oral and written communications skills to facilitate presentations and training sessions as well as convey and receive information and ideas. Must be proficient in Microsoft Office Suite and Outlook.



EDUCATION AND EXPERIENCE

Associate's degree in Occupational Safety and Health or related field, or five (5) years of technical or other appropriate occupational related experience may substitute for the education requirement.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Work requires considerable physical effort during facility safety inspections, safe school audits and incident investigations. Must be capable of lifting and carrying 50 pounds on a regular basis, climb ladders, and be able to access narrow spaces with low ceilings, platforms, attics, and basements.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this positon.