



SAFETY COORDINATOR

DEFINITION: Under the supervision and authority of the Risk Manager, the Safety Coordinator assists the Risk Manager with planning, developing, organizing, and administering the County's Employee Safety Program. As a safety professional, this role monitors, audits, reviews, and advises. This role does not act as an officer. The role does not issue citations or strive to catch people doing things incorrectly. This safety professional helps ensure that employees can go home to their families at the end of every shift. The goal is achieved in large part with clear communication about gaps in processes and areas for improvement in a firm, fair, and consistent manner based on facts and supported by evidence. On-going training is provided.

DISTINGUISHING CHARACTERISTICS: The Safety Coordinator intervenes in the case of unsafe activities or operations being carried out by employees within the workplace; reviews and updates the county's safety policies and procedures; carries out research with regards to regulatory requirements and best safety practices; carries out and documents the process of accident investigation/analysis; keeps records of safety-related incidents and recommendations and administration of corrective measures; works with managers to identify safety-related issues and assists with adherence to safety rules; organizes and conducts safety training for employees; facilitates online training portals; and performs evaluation of safety policies, methods, and programs. Qualification for premium pay for the Safety Coordinator will be based on levels of experience and the possession of a valid Certified Safety Professional (CSP), Certified Safety and Health Official (CSHO), or Certified Industrial Hygienist (CIH) designation, with a corresponding demonstrated ability to utilize the experience and designation to minimize the County's reliance on contracted professional consulting services as demonstrated by substantial cost savings and impactful improvements in workplace safety leading to greater cross-departmental employee satisfaction.

ESSENTIAL JOB DUTIES

- Assists Risk Manager in reviewing, editing, and implementing all parts of the County Safety Program.
- Maintains and expands working knowledge of Cal/OSHA regulations that they can reference and apply.
- Reviews policies, provides consultation, and gathers input and buy-in
- Conducts hazardous materials inventory annually and ensures the California Environmental Reporting System (CERS) is properly updated annually
- Audits and updates safety data sheet (SDS) electronic and paper binders
- Assists with budget planning and process
- Conducts air quality monitoring and assists with messaging
- Facilitates online safety training portals and provides related technical support for users
- Coordinates evacuation, fire, and earthquake drills
- Conducts countywide annual safety audits/inspections and drafts reports
- Conducts field investigations in the event that the Risk Manager is unavailable
- May be required to testify in a regulatory investigation
- Manages the AED program and performs annual AED demonstrations at all locations
- Conducts office workstation ergonomic assessments and gently educating employees one-on-one on proper and healthy body positioning in a nonconfrontational and healthful manner
- Assists Risk Manager in regulatory record keeping and other documentation
- Conducts sampling and testing as required when qualified to do so
- Coordinates and documents employee testing and/or waivers where required under safety plans
- Implements, monitors, and reports on procedures and policies related to safety, accident investigation, privacy file management, and related matters.
- Provides OSHA-10 and First Aid/CPR/AED training for staff as directed when authorized.
- Assists with timely regulatory reviews, collection of data and materials regarding OSHA data, and prepares reports and presentations.
- Supports the organization's quality programs.

- Travel as required.
- Performs other duties as assigned.
- Provide guidance and receive feedback with a demeanor and manor respective of all persons

EMPLOYMENT STANDARDS

Education & Licensing

High school diploma required. Bachelor's degree from an accredited college or university is preferred, but not required. CHSO, CSP, or CIH required for premium pay. Preference may be given for higher level of education and/or certifications/s.

Experience

Experience in Safety or Workers Compensation in Law Enforcement, Fire, Construction/Roads, or a laboratory environment is preferred, but is not required. Preference may be given for greater level of experience in safety in higher risk environments. Experience with reading and interpreting Cal/OSHA and OSHA regulations highly desired.

Skills & Knowledge

- Strong technical knowledge of OSHA and NFPA desired
- Excellent oral and written communication, including presentation skills
- PC literate, including Microsoft Office products
- Analytical and interpretive skills
- Ability to use and read measuring tools for distance, air quality, sound pressure level, etc. a plus, but will train
- Excellent interpersonal and consultative skills
- Strong problem-solving skills
- Leadership/management/motivational skills
- Training/teaching skills a plus, but will train
- Ability to work in a team environment
- Ability to meet or exceed Performance Competencies

WORK ENVIRONMENT

When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to respond to a tense situation without creating more tension; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: Computer and cell phone use; travel as required throughout the County and to training seminars elsewhere in the state; lift/pull/push up to 25 pounds on occasion; bend, twist, squat, reach, crawl over/under, and wear applicable PPE for site inspections and safety demonstrations. On very rare occasions, PPE may include a full-face respirator and/or a full body suit. Ability to drive up to six hours each way for training, seminars, site inspections, and other assignments using a County Vehicle (permission required for vehicle use and travel). When applicable and appropriate, consideration will be given to reasonable accommodations.

Auditory/Visual: This position is expected to inspect locations using all senses to support the safety of employees on routine and emergency bases, as well as to teach/coach safety. Therefore, the ability to hear, see, smell, communicate immediate hazards in a crisis (such as by shouting), and talking and necessary functions for this position. When applicable and appropriate, consideration will be given to reasonable accommodations.

Special requirements: You will be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.