CLASS TITLE: SAFETY COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of highly responsible, confidential and complex technical and administrative duties related to a college safety program; provide safety-related information and assistance to the public and employees; serve as a liaison with public agencies concerning compliance with applicable laws and regulations; implement and coordinate campus safety training programs.

REPRESENTATIVE DUTIES:

Coordinate and provide college training for a variety of mandated safety training programs; develop presentation materials for use in training workshops; provide safety manuals, flyers and information sheets to individuals, departments and the public. E

Perform workers’ compensation case management duties; provide information to employees regarding workers’ compensation benefits; conduct accident investigations of reported employee and student injuries. E

Prepare and file workers’ compensation claims; prepare statistical analysis of workers’ compensation claims experience as requested; perform follow-ups on workers’ compensation claims as necessary. E

Maintain master files of required documents meeting compliance with a variety of mandated and regulated health and safety programs and associated legislation; research, compile, analyze and summarize data for comprehensive reports and to assure institution compliance. E

Develop safety audits identifying occupational health risks arising from chemical, physical or biological hazards in accordance with appropriate guidelines; develop recommendations for appropriate courses of action based on audit results; assist in developing and implementing employer-mandated safety policies as required by State and federal laws and regulations. E

Review and monitor reports of hazardous and unsafe conditions; conduct quarterly facility safety assessments; conduct workstation evaluations; provide employee training related to a variety of health and safety factors including ergonomic equipment and supplies, bio-hazardous materials, air quality, bloodborne pathogens and emergency response and disaster preparedness. E

Document employee participation in required training sessions; maintain training calendars and records of safety training associated with safety compliance; maintain safety-related manuals and procedure guides; maintain safety video library; develop presentation materials for use in training workshops. E

Assist federal, State and local agencies performing on-site inspection of college facilities; maintain
contact with agencies and individuals performing mandated audits to assure up-to-date compliance; coordinate laboratory testing of possible hazardous substances. E

Coordinate with vendors or individuals to provide safety-related workshops and materials and to perform safety maintenance of college facilities and equipment; negotiate cost and purchase of personal protective equipment. E

Participate in budget preparation and administration; prepare cost estimates for estimates for budget recommendations; submit justifications for budget items. E

Prepare and proofread a wide variety of reports, letters, memoranda and statistical charts related to safety assignments; independently compose correspondence related to assigned responsibilities. E

Assist supervisors in the modification of job duties to accommodate employee medical restrictions. E

Respond to campus health and safety emergencies as needed.

Train and provide work direction to staff and student workers as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Laws, rules and regulations related to assigned activities.
Principles and practices of fiscal, statistical and administrative research and report preparation.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Public relations techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Operation of a computer and data entry techniques.
Record-keeping techniques.
Technical aspects of field of speciality.
Interpersonal skills using tact, patience and courtesy.
Principles of training and providing work direction.
Budget preparation and control.

**ABILITY TO:**
Interpret, apply and explain policies and procedures applicable to campus safety.
Work cooperatively with other departments, offices, employees, students and outside agencies.
Understand the organization of the District, college and outside agencies as necessary to assume assigned responsibilities.
Analyze situations carefully and adopt effective courses of action within policy guidelines.
Research, compile, analyze, interpret and prepare a variety of documents related to safety. Independently compose correspondence, memoranda and a variety of safety materials. Operate a variety of standard office equipment including a computer. Train and provide work direction to others. Compile and verify data and prepare reports. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Maintain current knowledge of technological advances in the field. Determine appropriate action within clearly defined guidelines. Work confidentially with discretion. Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree and two years of related experience in the health and safety fields.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.

PHYSICAL DEMANDS:
Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent
2. Occasional = 25-50 percent
3. Often = 51-75 percent
4. Very Frequent = 76 percent and above

   4   a. Ability to work at a desk, conference table or in meetings of various configurations.
   1   b. Ability to stand for extended periods of time.
   4   c. Ability to see for purposes of reading printed matter.
   3   d. Ability to hear and understand speech at normal levels.
   4   e. Ability to communicate so others will be able to clearly understand a normal conversation.
   1   f. Ability to bend and twist, stoop, kneel, run and crawl.
   4   g. Ability to operate office equipment.
   2   h. Ability to reach in all directions.

HAZARDS:
Possible exposure to chemicals, fumes, odors or gases during campus inspections.

This job description is intended to describe the general nature and level of work being performed.
It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.