



SAFETY OFFICER JOB DESCRIPTION

Job Title: **Safety Officer**

Job Code: **RR101**

Pay Grade: **122**

Effective Date: **October 2007**

FLSA: **Exempt**

Revision Date: **October 2007**

NATURE OF WORK

Under limited supervision, serves as the Safety Officer for Lewis County and conducts a variety of technical safety functions; administers the County's Workers' Compensation Program; provides health and safety services to County departments and personnel; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides health and safety services to County employees, management personnel, and elected officials regarding safety training, workers' compensation claims management, ergonomics, and loss prevention.
- Facilitates and assists in providing for a reduction in the number, severity, and cost of County related workplace accidents and injuries.
- Administers the County's Workers' Compensation Program in accordance with applicable regulatory requirements; coordinates administrative, settlement, and closure functions through the Third Party Administrator, attorneys, and health care providers.
- Investigates incidents and workers' compensation claims; appraises individual claims and develops and implements return-to-work programs.
- Collects data, conducts analyses, reviews options, and provides settlement recommendations on complex cases to the Risk Management & Safety Manager.
- Provides safety consultation and recommendations to elected officials and management personnel regarding measures necessary to prevent further safety related occurrences.
- Conducts negotiations with legal representatives and the Department of Labor and Industries; addresses complaint citations for Labor and Industries violations; resolves complex workers' compensation claims.
- Performs safety inspections and identifies hazardous conditions and/or work practices; investigates employee safety complaints; conducts ergonomic evaluations; consults with County departments and provides related safety recommendations to assist in eliminating and/or reducing workplace hazards.
- Provides safety consultation and technical advice to the Lewis County Safety Committee; offers recommendations to minimize the cost of workers' compensation, improve or eliminate unsafe acts and/or work conditions, and to maintain compliance with regulatory requirements.
- Develops curriculum and provides monthly safety orientation to County employees regarding drug and alcohol policies, blood borne pathogens, personal protective equipment, hazard communications, hearing conservation, and workers' compensation; serves as Defensive Driving Instructor.
- Facilitates and develops specialized safety training programs as requested by County Departments and/or elected officials.
- Administers the County's safety recognition and incentive programs; coordinates daily safety education during National Safety Month; provides safety information and materials to County departments.
- Serves as the Primary Chair for the Incident Review and/or other assigned committees; drafts and finalizes committee recommendations.
- Prepares and maintains a variety of safety correspondence, records, reports, and/or other documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in and around County facilities when conducting safety inspections/investigations; subject to light physical demands and frequent use of personal computers.

EMPLOYMENT STANDARDS:

Associate's Degree in a related field; AND five (5) year's experience in safety and workers' compensation claims management.

Certifications as a Washington Workers' Compensation Professional and Safety and Health Specialist are required within two (2) years of employment; must have the ability to obtain a Medic First Aid Certification and certification as a Defensive Driver Instructor within six (6) months of employment; a valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Safety and workers' compensation principles.
- Regulations and standards governing workplace safety.
- Workers' compensation and safety recognition programs.
- Procedures for conducting safety inspections and investigations.
- Various workplace safety training topics.
- Departmental records, reports, and documentation.

Skills in:

- Performing a variety of safety and workers' compensation claims management functions.
- Administering the County's workers' compensation and safety recognition programs.
- Providing safety consultation to County departments, management personnel, and elected officials.
- Conducting safety inspections and investigating workers' compensation claims and safety complaints.
- Developing and delivering safety training to County employees.
- Establishing and maintaining effective working relationships with County departments and personnel, healthcare professionals, and outside agencies.
- Communicating effectively verbally and in writing.