

Specification for Class of

SAFETY OFFICER 1
Abolished Effective July 1, 2007

Definition: Administers an agency's comprehensive employee occupational safety and health program to comply with state and the Department of Labors' Occupational Safety and Health Act (OSHA) and the Washington Industrial Safety and Health Act (WISHA) rules, regulations and codes including developing and implementing any agency or geographic unique safety and health programs.

Distinguishing Characteristics: Positions allocated to this class administer the agency's comprehensive safety and health programs for an assigned geographic region or in DSHS or DOC, for one institution; or in the Department of Transportation functions as the principle assistant to the regional safety officer; or manages a major component which is characterized as a subprogram of the agency's total safety and health programs, i.e., ergonomics, compliance audits, infectious disease, blood-borne pathogens, etc. This is not a statewide assignment.

Typical Work

Organizes and instructs safety and health education courses such as first aid, defensive driving, traffic control, fork lift truck operations, and other safety education courses as developed; coordinates training efforts with State, Federal, and local safety organizations to improve safety programs;

Reviews accident investigations for proper corrective or preventive actions; recommends solutions for controlling accidents and injuries;

Conducts local facility/unit inspections of safety practices and facilities compliance; conducts interviews with employees, supervisors and management personnel in order to identify unsafe practices, establish strategy for suitable corrective measures to manage the risk of accident and injury losses in accordance with State and other appropriate codes, regulations and standards;

Devises and recommends strategies for implementation of claims management programs including technical claims management education, training, modified duty, employee screening, employee orientation and claims investigations;

Confers with and advises managers, supervisors, and employees on occupational safety and health activities, problems and needs;

Conducts safety studies and analysis; develops disaster plans, emergency response and evacuation plans/procedures, hazard reporting/identification procedures, local occupational safety and health policy;

Designs and implements special emphasis safety awareness efforts;

Reviews and processes accident/injury reports pertaining to job related injuries/illnesses;

Conducts/monitors accident/injury/illness investigations;

Administers safety awards/recognition program; promotes employee/supervisor communication; monitors maintenance of safety bulletin boards;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: principles and practices of employee and public safety and health administration including safety and health education and training, accident investigation, self inspection, record keeping, publicity, safety committee operation and other services common to employee and public safety; principles and practices of organization and management.

Ability to: interpret safety rules and policies; establish and maintain a safe and healthful working environment within the assigned institution, maintain effective working relationships with officials, employees and the public, analyze and resolve a variety of safety and health problems; speak and write clearly.

Minimum Qualifications

A Bachelor's degree in occupational safety and health, safety studies, natural science, business or public administration, education or allied field.

AND

Two years of professional experience in occupational safety and health programs.

Additional qualifying experience, as listed above, will substitute, year for year, for education.

Possession of a license as a Certified Safety Professional will substitute for education.

New class: 4-15-88

Revised definition and distinguishing characteristics: 12-12-97, effective 7-1-98 as part of the 6767 legislation