

OCCUPATIONAL HEALTH & SAFETY OFFICER

Position Code: 2562

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 356

Location: Human Resources

Approval Date: 2023

General Statement of Duties

A position in this class performs professional work coordinating the Town's overall occupational health and safety program, provides occupational health and safety training, and supports the implementation of the Risk Management & Safety Department's strategic plan. The Occupational Health & Safety Officer is responsible for ensuring Town regulatory compliance in areas of occupational health, safety, transportation, and the environment.

Distinguishing Features of the Class

An employee in this class provides a variety of regulatory consulting services and assistance for Town departments and facilities, appraises hazards/exposures for worker occupational health and safety concerns, and implements occupational health and safety programs, transportation safety programs, and environmental compliance programs. Work is performed in accordance with established Occupational Safety & Health Administration (OSHA) and N.C. Dept. of Labor, U.S. Dept of Transportation and N.C. Dept. of Transportation, and U.S. Environmental Protection Agency and N.C. Dept. of Environmental Quality standards and regulations applicable to local government operations. Work is performed under the direction of the Risk & Safety Manager.

Duties and Responsibilities

Plans, organizes, and coordinates Town wide programs for occupational health and safety, industrial hygiene, transportation safety, and environmental protection.

Develops, prepares, presents, and coordinates a variety of specialty training topics that are required and/or appropriate for Town employees in areas including occupational health and safety, industrial hygiene, transportation safety, and environmental protection.

Fosters and promotes the Risk Management & Safety Department's "*Safety Through Professionalism*" model by working to empower Town employees with the procedures, tools, training, and support they need to complete their work in an efficient, safe, and healthy manner which mitigates injury and loss.

Ensures that all Town facilities and employees are compliant with applicable regulations and/or standards determined by OSHA, NCDOL, DOT, NCDOT, EPA, NCDEQ, and FTA. The Occupational Health & Safety Office must remain current with all legal updates, changes in regulatory standards, and deadlines imposed by the regulatory agencies. Prepares all logs and documentation for regulatory agencies as proscribed (e.g OSHA 300 Logs) and reviews them with the Risk & Safety Manager prior to submitting.

Benchmark other municipalities, government entities, and similar private industries for best practices, current equipment and/or engineering, administrative approaches, and programs that could enhance or improve the health, safety, or compliance of the Town and its employees.

Responsible for the maintenance and recertification of all applicable Town departments in the Public Sector Safety Health & Recognition Program (SHARP) through NCDOL.

Identifies and interprets any job-related hazards, occupational health concerns, safety issues, industrial hygiene exposures, and ergonomic needs of all Town employees. Works to mitigate any concerns identified by hazard elimination, substitution, engineering controls, administrative controls, and/or personal protective equipment. Provides Town employees with the training and support necessary to make implementation and improvement successful.

Assist the Risk & Safety Manager in the development of the town's Audit & Inspection program. Responsible for the implementation and maintenance of the program. Recommends improvements and revisions as needed based on data and metrics. Ensures any corrective actions identified in an audit, inspection, or investigation have been corrected in a timely manner.

Conducts incident investigations for personnel injuries, vehicle crashes, equipment damage/failures, and property damages. Identifies root cause(s) and make recommendations for preventing or mitigating similar incidents in the future. Takes photographs, ensures witness statement forms are completed and submitted, and gathers any other relevant information necessary. Collaborates and shares information with the Risk Management Specialist.

Responds to Town or department emergencies and/or incidents during and after normal work hours, weekends, and holidays.

Oversees the Town's Safety Committee. Works collaboratively to ensure the Safety Committee members are trained, informed, and able to assist in areas of Risk Management & Safety inspections, fire/life safety drills, and the annual Health & Safety Fair.

Collaboration with internal departments to develop department level safety specialists to coordinate their safety and loss prevention activities. Collaborates with external partners for training, purchasing, consultative input, compliance, and overall program success as needed.

Assist Risk & Safety Manager in the development and implementation of an environmental compliance program and Universal Waste program. Work to incorporate maintenance and compliance aspects of the program into the Audit & Inspection program.

Maintain efficiency in software programs to include Word, PowerPoint, Excel, InteleX, Power DMS, Samsara, PMA Cinch, FastMed/CompuCare, and Safety Skills. Maintain Risk Management & Safety intranet site, and regulatory medical documents.

Perform other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of municipal safety and occupational health programs, rules, laws and regulations.

Ability to develop and implement effective employee safety programs.

Ability to develop and conduct training programs.

Ability to inspect work sites, areas, and accidents and make objective reports and findings.

Ability to communicate orally and in writing.

Ability to develop and maintain effective working relationships with department heads, supervisors, and employees.

Ability to provide excellent customer service to department heads, supervisors and employees.

Ability to compile data and records as required for the Town and maintain confidentiality of such records and files.

Ability to plan and coordinate projects and activities.

Ability to conduct objective and factual accident investigation and present finding accurately in oral and written form.

Effective time management skills.

Ability to follow through and to work independently on routine assignments.

Effective computer skills including MS Office products.

Ability to be organized.

Ability to model safe, responsible behavior.

Skill in administrative tasks.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform work exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects. May be subject to indoor and outdoor environmental conditions and around workplace hazards.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Bachelor's Degree in business, risk management, occupational safety and health, or related fields and three to five years of related experience in a role performing occupational safety duties; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. OSHA and other Safety designations preferred.

Special Requirements

Valid NC Driver's License required.