



## **OCCUPATIONAL SAFETY/LOSS CONTROL SPECIALIST**

### **GENERAL RESPONSIBILITIES**

Develop and maintain safety and training programs to establish safe and healthy working conditions. Conduct accident investigations. Analyze job related accidents to identify corrective measures. Ensure Occupational Safety and Health Administration (OSHA) compliance for the school division.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and maintain risk identification programs related to school division properties and operations to reduce potential losses from worker's compensation and general liability insurance issues.
- Develop, implement and maintain safety and risk management programs.
- Perform employee accident investigations
- Perform student incident investigations.
- Conduct school division facility safety audits along with risk identification and evaluation activities. Compile incident and severity rate records and fulfill submittal requirements by OSHA 4 Conduct employee safety and risk reduction training.
- Conduct school division Executive Safety Committee and Safety Team Meetings.
- Investigate employee concerns regarding unsafe conditions or acts.
- Coordinate with school division insurance carrier and worker's compensation program administrator to limit or eliminate areas of liability.
- Investigate worker's compensation and insurance claims to eliminate areas of liability.
- Prepare material and evidence for the school division's use in workman's compensation hearings. Compile and maintain statistical data regarding loss history and potential for reoccurrence.
- Analyze property damage, school board vehicle accidents, personal injury, and theft insurance claims.
- Keep up to date with current trends in Occupational Safety and Risk Management publications and regulations.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of practices concerning the safety and protection of school buildings and grounds; thorough knowledge of applicable fire codes and safety practices; ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention; ability to establish and maintain effective working relationships with associates.



**EDUCATION AND EXPERIENCE**

Bachelor's Degree in Occupational Safety and Health or a related field. Board of Certified Safety Professionals (CSP) Certificate is preferred. Considerable experience in occupational safety and loss control training, enforcement or administration.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Work requires considerable physical effort during facility safety inspections and accident investigations. Work requires that the individual be capable of lifting and carrying 50 pounds on a regular basis, climb ladders, and be capable of accessing narrow spaces with low ceilings, platforms, attics and basements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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