

## GENESEE COUNTY

### HEALTH AND SAFETY COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves planning, developing, implementing and monitoring the County-wide comprehensive safety and training programs. This includes departmental standards of the protection of employees and the public use of County-owned properties and facilities. The incumbent will act as a resource in the inspection of facilities, work sites and work practices to ensure compliance with applicable Federal/State regulation and insurance requirements. Incumbent will be responsible for investigating and reviewing incidents/accidents while offering corrective action as well as reviewing Workers Compensation data to determine trends. The work is performed under the general supervision of the County Manager's office. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Plans and implements a comprehensive, county-wide occupational safety and health program; formulates policies, standards, and procedures as necessary; and monitors compliance with applicable laws and regulations(PESH/OSHA);

Conducts and/or coordinates education and safety training programs aimed at preventing work related accidents and injuries, increase proficiency in safe work practices, and promote heightened safety awareness;

Implements procedures for identifying, investigating, reporting and controlling hazardous conditions and practices; conducts investigations and inspections to detect existing or potential accident and health hazards, and/or to determine causes of accidents; and recommends corrective or preventive measures as appropriate;

Performs workplace inspections to identify potentially unsafe working conditions and works with department heads to ensure ongoing compliance with health and safety programs and regulations;

Informs department heads of operating procedures not in compliance with State or Federal safety guidelines and makes recommendations to improve or correct deficiencies;

Investigates accidents to determine root cause and contributing factors, and proposes corrective action or mitigating procedures to affected parties;

Recommends specific safety programs to reduce accidents;

Develops and maintains a complete and accurate recordkeeping system for all safety records and files;

Maintains current knowledge of OSHA, PESH and other applicable standards and administrative practices and remains abreast of changes in legislation, laws, and regulations, and provides technical advice pertaining to same;

Attends and actively participates in the County Safety Committee, and provides up-to-date training for committee members;

Shall be appointed the Executive Secretary of the Genesee County Self Insurance Plan; keep necessary records, attend hearings, work with third party administrators, participants and other contract agencies to ensure exceptional service and care is available to all lives covered by the plan; assists with budget preparation and monitoring;

Review Worker's Compensation and insurance loss data to determine if incident trends exist and implement corrective action;

Works in consultation with Human Resources, the Compliance Officer, and the Safety Committee to identify and develop, and/or improve safety policies, practices, and procedures to reduce or mitigate safety hazards, as well as minimize Workers Compensation expenditures;

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Schedules, coordinates, oversees, and evaluates the effectiveness of all emergency drills;  
Maintains OSHA 300 logs for each county site in order to record work-related injuries/illness;  
Research availability of and apply for grants for safety-related projects.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles and practices related to employee and occupational safety and health programs, and the applicable local, state and federal laws, rules, and regulations. Good knowledge of the principles and techniques of administering safety education and training. Working knowledge of pertinent sections of the Occupational Safety and Health Act; working knowledge of NYS Worker's Compensation laws. Ability to develop and implement a comprehensive, effective safety and health education and training program for the personnel employed by the County. Ability to perform detailed field inspections, and to recognize potential safety and health hazards. Ability to establish and maintain accurate records, files, and supporting documentation. Ability to demonstrate a high level of interpersonal skills; communicate effectively both orally and in writing; and prepare and deliver clear and concise reports, and presentations. Ability to foster effective and cooperative working relationships, and collaboration with internal and external contacts, including department heads, supervisory personnel, employees, plan participants, the public, professional associates, and other agencies as applicable. Ability to effectively instruct and train others in safety procedures. Ability to proficiently operate a personal computer, utilize common office software programs (Excel/Word). Initiative, good judgement, confidentiality and physical condition commensurate with the demands of the position.

The physical, and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee may be required to stand for extended periods, walk through various work sites, speak, and hear. The employee might occasionally lift and/or move up to 20 pounds. The work is generally performed in an office environment, but with regular exposure to varying weather conditions while traveling to and from and/or inspecting work sites, facilities or other locations.

### **MINIMUM QUALIFICATIONS:**

**EITHER:**

- A. Possession of a Bachelor's Degree or higher in Environmental Science, Health Science, Public Health, Criminal Justice, Risk Management, Security Management or a related field; and one (1) year of work experience with a public agency or private industry either assessing and preventing safety or environmental health hazards; or administration and development of health, safety and environmental controls programs; or with responsibility for implementation of a safety training program; or with responsibility for coordinating risk management; or with operations management with a demonstrated focus on quality assurance;

**OR**

- B. Possession of a Bachelor's Degree AND three (3) years of work experience as outlined in (a) above;

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**MINIMUM QUALIFICATIONS, Cont'd:**

**OR**

- C. Possession of an Associate's Degree in Environmental Science, Health Science, Public Health, Criminal Justice, Risk Management, Security Management or related field and five (5) years of work experience as outlined in (a) above or satisfactory equivalent combination of foregoing training and experience.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a clean and valid New York State Driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.