



SAFETY OFFICER JOB DESCRIPTION

Job Title: **Safety Officer**

Job Code: **RR101**

Pay Grade: **122**

Effective Date: **October 2007**

FLSA: **Exempt**

Revision Date: **June 2024**

NATURE OF WORK

Under limited supervision, serves as the Safety Officer for Lewis County and conducts a variety of technical safety functions; develops and implements safety protocols, practices, and policies; 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.*

- Coordinates the development and implementation of safety policies and procedures in compliance with local, state, and federal rules and regulations including Occupational Safety and Health (OSHA) and Department of Labor & Industries (L&I).
- Provides health and safety services to County employees, management personnel, and elected officials regarding safety training.
- Facilitates and assists in providing for a reduction in the number, severity, and cost of County related workplace accidents and injuries.
- Assists County Risk Department with the Workers' Compensation Program as it relates to County safety and in accordance with applicable regulatory requirements.
- Investigates incidents and assists with 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 Department.
- Provides safety consultation and recommendations to elected officials and management personnel regarding measures necessary to prevent further safety related occurrences.
- Conducts negotiations with the Department of Labor and Industries, addresses complaint citations for Labor and Industries violations, and assists in resolving complex workers' compensation claims.
- Performs safety inspections and identifies hazardous conditions and/or work practices; investigates employee safety complaints; 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.
- Assists with the development and implementation of the required training programs in coordination with the Human Resources and Risk Departments.
- Facilitates and develops specialized safety training programs as requested by County Departments and/or elected officials.

- Attends training, seminars, and conferences to maintain current knowledge and expertise in the areas relevant to the effective execution of the job and to ensure the County remains compliant with safety regulations.
- Serves as the Primary Chair for the Incident Review and/or other assigned committees; drafts and finalizes committee recommendations.
- Participates in Department meetings and follows up with department heads and elected officials when actions or additional information is required.
- Prepares and maintains a variety of safety correspondence, records, reports, and/or other documentation.
- Assist with developing and updating County wide and departmental Emergency Action Plan (EAP).
- Generate a training database to coordinate, maintain, and monitor safety training and certifications.
- Evaluate and recommend purchase of necessary protective equipment, clothing, and first aid materials.

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. May require work outside of normal working hours and/or travel for training or meetings with other offices and jurisdictions.

EMPLOYMENT STANDARDS:

Bachelor's degree in occupational health and safety, safety studies, business or public administration, or a related field; and three (3) years of professional experience in an occupational health and safety program.

OR

Associate's degree in safety, health, environmental, or a closely related field; AND five (5) years' experience working in safety for a large employer with a diverse work environment.

OR

Possess a combination of educational and professional experience that would ensure successful performance of the position duties. Professional work experience may substitute year-for-year for the educational requirements above.

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; a valid Washington State Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- OSHA, Division of Occupational Safety and Health (DOSH), and L&I programs, safety policies, and regulations.
- 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:

- Maintaining discretion when dealing with sensitive and confidential issues.
- Performing a variety of safety and workers' compensation claims management functions.
- 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.