



CLASS SPECIFICATION FOR:
Safety Officer

General Statement of Duties:

Performs complex professional and technical work in loss prevention and safety providing guidance, support and consultation to general government agencies and public schools; develops and facilitates training to support regulatory requirements, department-specific operational needs and County safety and loss prevention policies and goals; does related work as required.

Distinguishing Features of Class:

This class is assigned to the Risk Management Division of General Services. This class performs complex professional work with responsibility for designing, implementing and auditing active loss prevention and safety program to encourage safe work practices and to reduce the frequency and severity of injuries and losses. Responsibilities include program development, training development and facilitation, inspections, audits and consultations with departments and department personnel at all levels, and related reporting. The incumbent works with all General Government departments and agencies and School agencies as needed. Work is performed with a high degree of independence under the general supervision of the Risk Manager.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Develops basic Safety Manual for use by general government agencies and public schools and assists departments and agencies in incorporating operational-specific addendums;
- Develops and conducts employee safety training programs to ensure regulatory compliance and knowledge of safe work practices;
- Conducts facility, job-site and equipment inspections to ensure employees comply with OSHA/VOSH regulations and other safety regulations and policies;
- Develops, implements and monitors appropriate loss-control management programs and activities for general government agencies;
- Performs safety and loss control surveys of operational work areas for potential risks and hazards and makes recommendations to minimize the risk to the employee for injury and loss/damage to property;
- Recommends appropriate corrective action and measures for loss prevention and safety program and works with department and agency personnel at all levels to implement;
- Consults with managers, supervisors and employees on loss prevention methods and strategies to reduce the risk of injury and property damage during special events and activities;
- Facilitates the development of Building Emergency Action Plans, to include evacuation instructions and training, with building occupants, department directors, Facilities Management and Security Services;
- Investigates and evaluates indoor air environmental concerns and ergonomic issues and make recommendations to the department or agency director;
- Manages the Pressure Vessel Safety Program to insure inspection and corrective action requirements are met as required by the State Department of Labor and Industry;
- Develops and facilitates a diverse array of training and certifications such as First Aid, CPR, DDC, fork lift operator, etc. and maintains all related records to ensure certifications remain current;
- Produces and distributes the OSHA 300 Log for posting at general government and public school buildings and responds to survey information requests from VOSH;
- Investigates accidents, prepares related reports, and develops appropriate solutions to mitigate or prevent recurrence;
- Serves as administrator and technical advisor for the Vehicle Accident Review Board and the Executive Safety Council;
- Maintains database to ensure compliance with the County's Fleet Safety policies, including obtaining and reviewing employee driving records per established guidelines;
- Interprets OSHA/VOSH regulations and other safety rules and regulations to employees, supervisors and management and provides practical advice to employees and supervisors on compliance and safe work practices;
- Coordinates the Hazard Communication Program and ensures all required Material Safety Data Sheets (MSDS) are available and current;



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Examples of Assigned Duties continued:

- Responds as required in the event of a disaster or emergency for damage assessment and safety consultation; may be required to work at the County Emergency Operations Center;
- Completes various reports and special projects as assigned;
- Maintains current comprehensive knowledge of OSHA/VOSH regulations, DOT standards, all applicable local, state and federal safety regulations; compliance and safe work practices;
- Participates in continuing education as required to maintain all required certifications;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of the principles and practices of safety administration, insurance, risk analysis and OSHA as applied to local government; possession of technical knowledge and expertise required to make safety inspections and to recommend corrective actions; ability to interpret and enforce safety regulations; ability to plan, implement, and monitor technical programs of safety administration; computer skills and experience with routine business software programs and the ability to manage data in databases and spreadsheets, prepare training related presentations and materials and prepare reports; excellent communication skills, oral and written, to communicate with and train a diverse audience of employees, County officials and regulatory agency personnel; ability to persuade and encourage voluntary participation in safety and loss-control management programs; ability to present ideas and recommendations clearly and concisely both orally and in writing; effective presentation skills; ability to establish and maintain harmonious and effective relationships with department heads, employees and with the public; ability to don and doff a wide variety of protective equipment and clothing; visual, auditory and physical abilities such as climbing, crawling, stooping and otherwise traversing a variety of field location work sites with a diverse array of potentially hazardous conditions such as roadways, confined spaces, rooftops, heavy equipment, mechanical and/or electrical hazards, and outdoor settings such as parks, fields and trails.

Minimum Education and Experience:

Education: Four (4) year degree in a relevant field of study;

Experience: Four (4) years of professional loss-control, safety inspection, safety program development and maintenance, or industrial hygiene experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Valid driver's license issued by the State of Virginia;
- Current First Aid and CPR certifications;
- Other certifications necessary to facilitate training programs;
- Physical abilities, including visual and auditory, necessary to access and inspect work conditions in a diverse array of situations and potential hazards;
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the position.