

SAFETY OFFICER

PURPOSE AND NATURE OF WORK

This is responsible safety administration work involving Lafayette Consolidated Government's safety program. Work involves evaluating in-service safety training needs, and planning, developing and presenting programs to meet those needs. Incumbents use independent judgment and initiative in carrying out assignments. Work is performed under the general supervision of the Risk and Insurance Manager, and is reviewed through conferences, reports, and results obtained. Work may involve being subject to rotating on-call schedule.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Conducts regular safety meetings, often obtaining assistance from other employees and outside speakers. Plans and implements safety award programs. Conducts reviews of accidents and injuries concerning issues of preventability, including reporting of findings along with safety recommendations. Evaluates the safety and accident prevention program, and recommends changes to the program in an effort to reduce the accident rate. Performs field and facility inspections, reviews self-inspection reports from all divisions, and takes appropriate actions to eliminate hazardous conditions. Makes personal inspections and necessary recommendations pertaining to workers' compensation, general liability, and vehicle/equipment maintenance and operation. Teaches a defensive driving class.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of safety principles and practices, techniques of accident prevention, and methods of eliminating or reducing hazardous conditions.

Considerable knowledge of instructional techniques and the use of audio-visual aids.

Knowledge of Louisiana's workers' compensation law.

Knowledge of Louisiana traffic laws.

Some knowledge of the requirements and duties of jobs performed by Consolidated Government employees as it applies to safety management.

Some knowledge of federal, state and local tort liability exposures.

Ability to make thorough safety investigations and inspections.

Ability to instruct and deliver formal lectures.

Ability to maintain required records and to prepare clear, concise and complete records.

Ability to establish and maintain effective working relationships with government officials, employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in industrial engineering, safety management or a related field, and experience in planning and conducting safety inspections and programs; or any equivalent combination of training and experience.

NECESSARY QUALIFICATION

Obtain a Defensive Driving Course certification through the National Safety Council within a year of employment.