

Employee Health and Safety Coordinator Tompkins County

Department: County Administration
Classification: Competitive
Labor Grade: Management Grade 84
Approved: Bd. Res. #224 08/10/1993
Revised: 7/98; 01/16; 11/17; 7/22
By: RP, Commissioner of Human Resources
BBP Risk Factor: 3

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree or higher in Occupational Health and Safety; Environmental or Industrial Sciences or Engineering, Occupational or Industrial Safety, or a related field **AND** four (4) years of full-time (or the equivalent part-time) paid work experience involving the development and implementation of occupational safety and health, risk management, or loss prevention programs, or the administration of safety education and training; **OR**

(b) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in Occupational Health and Safety; Environmental or Industrial Sciences or Engineering, Nursing, Occupational or Industrial Safety, or a related field **AND** six (6) years of full-time (or the equivalent part-time) paid work experience involving the development and implementation of occupational safety and health, risk management, or loss prevention programs, or the administration of safety education and training; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: Experience in the insurance field performing site inspections or investigating claims related to loss or safety will be accepted as qualifying experience in (a) and (b) above.

SPECIAL REQUIREMENT:

The successful candidate must possess a valid New York State driver's license at the time of appointment and maintain a valid license in good standing for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the technical work involved in planning, implementing, and coordinating comprehensive occupational health and safety programs for the County. An employee in this class may develop, supervise, coordinate and deliver interdepartmental education and safety training, and related program activities, in accordance with requirements of local, state and federal laws and regulations, including the maintenance of records and other documentation. The position is responsible for risk assessment, evaluation, and remediation as necessary, to protect the safety and health of employees, clients, and the public; and to safeguard properties, facilities, and physical assets from loss. The work is performed under the general direction of the County Administrator or designee, with a high degree of autonomy, and latitude for independent action and initiative. Supervision of others is not normally a function of this class; however, the employee is expected to lead safety and health activities, working in collaboration with other safety professionals as well as other County staff, as applicable. The incumbent will perform all related duties 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;
- 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;
- Secures appropriate training resources, to address identified safety concerns or hazards, and loss prevention; as well as mandatory training subjects, to include, but not limited to: hazardous chemicals, confined spaces, and equipment, machinery, and vehicle safety;
- Works in cooperation with designated department personnel to design safety programs based on specific departmental needs or functions, such as the use of equipment and facilities;
- 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 supervisory personnel to ensure ongoing compliance with health and safety programs and regulations;
- Informs department administration of operating procedures not in compliance with State or Federal safety guidelines and makes recommendations to improve or correct deficiencies;
- Coordinates the fulfillment of reporting requirements with applicable County staff, when incidents and accidents occur, to insure compliance with all laws, rules and regulations;
- Investigates accidents to determine root cause and contributing factors, and proposes corrective action or mitigating procedures to affected parties;
- Performs building and grounds inspections as needed to identify unsafe conditions or verify compliance with regulations for public use including NYS Fire Prevention and Building Code inspections, and other applicable laws;
- Recommends specific safety programs to reduce accidents;
- Recommends purchase of appropriate safety equipment, and provides for training in the proper use of such;
- Advises employees who are at high risk from hazardous substances at the work site according to state and federal Regulations and County safety policies;
- Performs annual Workplace Violence Prevention audits;
- Reviews construction and renovation plans to ensure the safety of employees, contractors, and the public during construction activities;
- Develops and maintains a complete and accurate recordkeeping system for all safety records and files;
- Maintains current knowledge of OSHA, PESH, DOT and other applicable standards and administrative practices and remains abreast of changes in legislation, laws, and regulations, and provides technical advice pertaining to same;
- Chairs County Safety Committee, and provides up-to-date training for committee members;
- Works in consultation with the Commissioner of Human Resources, Benefits Manager, Compliance Coordinator, and 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.
- Provides coordination for workplace ergonomic and air quality assessments in response to employee requests or noted issues; summons the appropriate industry experts, involves appropriate staff, and provides status update reports;
- Provides respirator fit tests and hearing screening and maintains all records associated with these screenings;
- Schedules, coordinates, oversees, and evaluates the effectiveness of all fire drills;
- Provides technical expertise to development of annual Right to Know training;
- Maintains SDS sheets and provides education and training on how/where to access and how to interpret them;
- Maintains OSHA 300 logs for each county site in order to record work-related injuries/illness;
- Assists with the design and administration of a comprehensive Workplace Violence Prevention program, ensuring participation by all employees, and maintaining all records related to such compliance;
- Performs required year-end reporting, and reports related to new, existing, and terminated employees;

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;
- Good knowledge of the current literature, recent developments and other sources of information relating to employee and occupational safety and health programs;
- Working knowledge of the Occupational Safety and Health Act, Asbestos Hazard Emergency Response Act, Mine Safety and Health Administration, Right to Know Laws, Public Employee Safety and Health (NYS Department of Labor),

Workplace Violence Prevention Act, the NYS Fire Prevention and Building Codes as interpreted by the NYS Department of Labor, NYS Workers' Compensation Laws, and others as applicable;

- Ability to develop and implement a comprehensive, effective safety and health education and training program for the personnel employed, services provided, and equipment used 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, 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, and ability to learn proprietary software applications;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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. The work requires moderate visual effort requiring close vision and the ability to adjust focus; and manual dexterity sufficient to efficiently operate a personal computer, and standard office equipment as required to develop/maintain the safety and health program and generate required reports. The work involves moderate psychological demands.

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