

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

SAFETY COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to inspect county facilities to ensure compliance with occupational health and safety (O.S.H.A.) regulations and to develop and maintain a comprehensive and proactive safety program. Duties and responsibilities include conducting inspections of work sites, inspecting equipment and working conditions in county facilities, investigating accidents, interviewing employees, developing and presenting safety training to employees, preparing documentation, and maintaining records. Reports to Insurance Director. ***Note: stated that workers compensation goes to "on-the-job injury," not his position.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Ensures compliance with Occupational Safety & Health Act (OSHA), Tennessee Occupational Safety & Health Act (TOSHA), established safety procedures, and all other applicable codes, laws, rules, regulations, standards, policies and procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Develops, implements, and maintains the components of a proactive accident prevention program by conducting a trend analysis and providing recommendations for corrections or improvement; provides safety training for departments and school personnel; reports progress of safety program to Safety Committee; presents monthly safety report to the Public Safety Committee and to the Insurance Committee.

Conducts presentations for department heads, principals, and other employees.

Conducts inspections of equipment and working conditions in county schools, buildings, and convenience centers for compliance with occupational health and safety regulations; inspects machines and equipment for accident prevention devices; inspects specified areas for fire prevention equipment and other safety/first-aid supplies; observes workers to determine use of prescribed safety equipment and adherence to established safety procedures.

Investigates accidents to ascertain causes; utilizes information in recommending preventive safety measures and in developing safety program.

Interviews employees to collect information pertaining to injuries or to work conditions.

Prepares reports of findings with recommendations for corrective action: sets time limits in which locations should comply with recommendations.

Classifies recordable injuries and sicknesses per guidelines of Tennessee Occupational Safety and Health Act (TOSHA).

Receives requests from TOSHA to check up on complaints and report updates back to them; Responsible for taking TOSHA representatives on inspections of sites they select; Follows up with TOSHA on any violations or complaints found.

Rutherford County, Tennessee • Safety Coordinator

Ensures completion and submission of On-The-Job-Injury forms, OSHA #300 forms, or other appropriate documentation concerning occupational injuries within timeframes designated by state, federal, or local regulations.

Coordinates processing of On-The-Job-Injury cases; reviews claims, invoices, and related documentation; forwards documentation to appropriate On-The-Job-Injury claims administrators.

Prepares or completes various forms, reports, correspondence, inspection reports, recommendations, notices, citations, On-The-Job-Injury forms, or other documents.

Receives various forms, reports, correspondence, On-The-Job-Injury forms, claims, invoices, incident reports, accident reports, laws, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains files/records of inspections, documentation, and work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Communicates with supervisor, employees, other departments, insurance companies, medical providers, state/federal agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of laws/regulations pertaining to On-The-Job-Injury Program, On-The-Job-Injury, and related activities; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in occupational safety related field ; supplemented by five (5) years previous experience and/or training involving occupational safety/health, OSHA site inspections, worker's compensation procedures, and claims processing; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, or bright/dim light.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2 **Maximum Continuous Time:** 1

2. SITTING

Estimated Total Hours: 5 **Maximum Continuous Time:** 2

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X

>100 lbs					X
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4. PUSHING/PULLING

Objects: File Drawers, Equipment set up
Height of hands above floor during push: 4-5 feet

5. BENDING/SQUATTING/KNEELING

Tasks: File Drawers, Equipment Set-up
Frequency: 1-2 times per hour

6. REACHING

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	VP	As Needed	As Needed	<10 lbs
21-36"				

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>80</u> % of time
Outside	<u>20</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date