

SAFETY ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs a variety of duties in the implementation and coordination of the District's safety and safety training programs in compliance with federal, state and local safety, health and environmental laws and regulations; performs field inspections of all District facilities, equipment, and job sites to ensure compliance with regulations' coordinates loss prevention duties including identifying, evaluating, controlling, and minimizing potential hazards and injuries to District employees and property; administers and coordinates the District's Injury and Illness Prevention Program (IIPP); assists with the District's Emergency Response Programs; maintains and coordinates on-going programs to provide training for employees on safety procedures.

DISTINGUISHING CHARACTERISTICS

The Safety Analyst acts independently and plays an integral role in providing education, ensuring compliance with laws and regulations, and functions as a safety consultant. The incumbent is well-versed in report writing, safety programming, policy and procedure development, and is focused on departmental outreach and engagement.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Director of Human Resources and Risk Management.

At the Safety Analyst level, functional work direction may occasionally be provided to the Human Resources Assistant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plans, organizes, and participates in developing and implementing a comprehensive employee health and safety program, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement, to ensure compliance with the District's safety policy and all federal and state laws and regulations for employee occupational health and safety.
2. Develops, recommends and implements policies, procedures and programs to comply with regulatory requirements and to reduce incidents of employee accidents and injuries; advises District management on design and implementation of safety program and ensures compliance through review of accident reports, field visits, and safety committee reports and suggestions.
3. Develops and delivers safety training programs to managers, supervisors, and employees; coordinates and conducts safety meetings with departments and the Safety Committee.

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Essential Functions (continued)

4. Conducts special and periodic inspections of District facilities and operations to identify safety hazards; issues reports of hazards and required abatements; responds to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends.
5. Participates in incident investigation for hazardous materials release.
6. Evaluates employee accident and injury reports, recommends remedial action and follow-ups to ensure action is taken; responds to employee and manager questions regarding safe work practices and environmental hazards.
7. Evaluates operating procedures of high-risk areas; identifies areas and makes recommendations for improvements; implements recommendations and monitors effectiveness; identifies gaps in programs, audit/inspections, and agency performance reviews (e.g., bi-annual risk assessment).
8. Conducts fit testing of respiratory masks for all employees required to wear tight fitting air purifying and air supplying respirators.
9. Prepares or advises on the development of specifications for the purchase of safety equipment; periodically checks the operation or use of safety equipment to ensure conformation with District expectations.
10. Provides technical consultations on safety requirements such as regulations, safety analyses, and recommended actions.

Marginal Functions:

1. Serves as a liaison with safety officials of other governmental agencies and committees.
2. Assists in the development of security procedures, as it relates to employee safety and health.
3. Participates in disaster preparedness planning and coordination.
4. Reviews safety programs of the District's contractors.
5. Performs related duties and responsibilities as required.

KNOWLEDGE & ABILITIES

Knowledge of:

Principles, policies, practices and methods for developing and administering a comprehensive safety program;

Federal, State, and local occupational safety regulations (OSHA, CalOSHA, and other safety related standards);

Workers compensation and general liability issues related to safety;

Methods and practices for conducting accident and work place safety audits and investigations;

District safety policy, rules, and procedures;

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Knowledge of (continued):

District operations and associated safety and chemical/hazardous materials issues;
Standard safety equipment used in public works occupations;
Practices and methods for designing employee training programs and materials;
Principles and practices of sound business communications.

Ability to:

Operate a computer and standard word-processing and spreadsheet software;
Understand, explain, interpret and apply complex federal, state, and District requirements regulating work place health and safety and the use, storage and disposal of chemical and hazardous substances;
Evaluate work place safety and security programs and practices and make sound recommendations for improvement;
Conduct accident and workplace safety investigations;
Conduct effective employee training programs;
Exercise sound independent judgment within policy guidelines;
Communicate effectively, orally and in writing; prepare clear, concise and comprehensive investigative reports and other materials;
Establish effective working relationships with District managers, supervisors, employees, and others encountered in the course of work.
Must maintain confidentiality and must be approachable.

REQUIRED QUALIFICATIONS

Experience and Training Guideline

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of progressively responsible administrative experience with safety programs and/or safety training, safety inspection, CalOSHA regulations and field training experience.

Experience in construction and water industry operation and safety is required.

Training/Education:

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration, occupational safety, industrial hygiene, environmental science or related field is desired.

Certificate:

Possession of Certified Safety Professional (CSP), Certification as an Associate Safety Professional (ASP), or Occupational Health & Safety Technologist (OHST), or Certified Occupational Safety Specialist (COSS) or ability to obtain within two (2) years.

Certifications issued by AWWA and other recognized industrial safety organizations on topics relevant to conducting specific safety training courses, responding to incidents, or hazardous materials are desirable.

License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, talk to hear, both in person and by telephone; use hands to finger, handle or feel standard office equipment; and reach with hands and arms. While performing the duties of this class, the employee is regularly required to sit, stand and walk.; talk to hear, in person and by telephone; uses hands to finger; handle, feel or operate standard office equipment or tools; and reach with hands and arms. An employee is occasional required to kneel, stoop, or crouch and lift up to 50 pounds when conducting field investigations and safety audits. The employee is frequently required to stand and walk; and occasionally lift up to 50 pounds.

Mental Demands:

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations and people; use math and mathematical reasoning; perform work on multiple, concurrent tasks; work with frequent interruptions; and interact with District officials, executives, managers, employees, insurance carriers, vendors, the public and upset, dissatisfied or abusive individuals affected by injury or loss, and representatives o federal or state regulatory agencies on sensitive matters of high District impact.

Work Environment:

The employee works under typical office conditions, and the noise level is usually quiet.

The employee is subject to being called out to the scene of an accident or injury on an around-the-clock basis.

When called out to the site of an employee or vehicle accident, or when conducting safety and security inspections, the employee will be required to work near moving equipment and traffic, walk on uneven or slippery surfaces, lift up to one hundred (100) pounds with assistance and be exposed to outdoor weather conditions involving extreme heat or cold.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction

JOB STATUS: Non-Exempt
DATE ADOPTED: September 2002
DATE MODIFIED: July 2021