**SAFETY OFFICER**

**REPORTS TO:** Assistant Superintendent, Department of Plant Management

**POSITION SUMMARY:** Under the general supervision of the Assistant Superintendent of the Department of Plant Management, this position is responsible for organizing, planning, implementing, and maintaining a program of accident prevention activities that ensures a safe environment for employees of the school system.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* Coordinates compliance with all pertinent Occupational Safety and Health Act (OSHA) rules, regulations and requirements.
* Develops accident prevention and control programs for the school system.
* Coordinates safety activities of unit managers to ensure implementation of safety activities throughout the school systems.
* Arrange and coordinates safety training sessions to include handling of hazardous chemicals.
* Prepares and disseminates safety training materials, bulletins, pamphlets, and other related safety materials in order to maintain a high level of safety awareness.
* Informs management of system-wide safety problems and approaches towards correcting those problems.
* Apprises management of news, rules and regulations that impact the organization.
* Maintains liaison with outside agencies such as the Federal Department of Labor, State Department of Labor, the fire department and rescue teams to assure information exchange and mutual assistance.
* Devises methods to evaluate safety program and conducts or directs evaluations.
* Evaluates for management the potential extent of injuries resulting from accidents.
* Evaluates technical and scientific publications concerned with safety management.
* Participates in activities related to professional organizations in order to update knowledge of safety program developments.
* Prepares reports as requested or necessary.
* Maintains complete and accurate records required.

**SUPERVISORY RESPONSIBILITIES:** Supervises one (1) clerical employee

**HOURS AND WORKING CONDITIONS:**

* Term of employment is twelve (12) months.
* Is located in a private office at the Central Administration Building.
* Travels to locations for safety inspections and training.

**MAJOR ACCOUNTABILITIES:** Ensures the implementation of the Hazardous Chemical Right-To-Know law and the Occupational Safety and Health Act (OSHA) Hazard Communication Standard. Ensures the maintenance of the program dealing with hazardous waste and Environmental Protection Agency regulations.

**EDUCATION AND TRAINING:** Must have minimum of a B.S. Degree in Industrial Management and Safety or sufficient related training and experience to meet requirements of the position.

**EXPERIENCE:** Minimum of three years experience in Industrial Safety, Industrial Management, or three years of successful management of some related area.

**OTHER:** Must have the ability to organize, plan, implement, coordinate, and maintain activities related to a system-wide program of safety; must have a thorough knowledge of Occupational Safety and Health Act (OSHA) rules and regulations; must have good general knowledge of hazardous chemicals and the proper management of such materials; must be able to develop and recommend operational safety policies and procedures for the school system; must have good verbal and writing skills; must have good interpersonal skills; must be physically able to perform all duties required of the position.

**PERFORMANCE APPRAISAL:** Performance will be evaluated in accordance with board policies and procedures as set forth in the Administrative Performance Appraisal Manual.