

SAFETY ENGINEER (1727)  
TASK LIST (2017)

**Safety Programs**

1. Monitors the implementation of safety programs and safety inspection recommendations by reviewing regulatory reports completed by City departments, including but not limited to accident, incident and near miss reports, to ensure that they are completed correctly and in accordance with Occupational Health and Safety Administration (OSHA) recordkeeping requirements.
2. Conducts research on safety regulations, court decisions, and/or legislation by cross-checking information from the internet including professional journals or news sources in order to ensure that safety programs, policies, and/or work procedures are up-to-date and in compliance with safety regulations.
3. Makes recommendations for new and/or existing safety programs including safety training based on management objectives, changes to safety requirements or regulations, and safety needs identified from safety inspections or investigations of safety or health issues by researching safety training topics and/or consulting with management in order to ensure that safety programs are up-to-date and in compliance with safety regulations.
4. Writes safety training materials, such as handouts and presentations, to be used City-wide or by specific City departments based on training needs identified from investigations or inspections, using computer programs, such as Microsoft PowerPoint and Prezi in order to ensure training programs are delivered in a standardized manner and all training objectives are met.
5. Trains employees in a classroom setting and on-the-job, on various safety-related topics such as Injury and Illness Prevention, Respiratory Protection, Lockout Tagout, Hazard Communication, and safety regulatory requirements utilizing prepared materials and various instructional techniques, such as role playing, team exercises, group discussion, videos, and/or lectures in order to teach employees how to perform their work safely and in compliance with safety regulations.
6. Plans, organizes, and attends meetings with representatives of other City departments and jurisdictions to discuss various topics related to safety and provide information about safe work practices in order to develop an awareness of safety hazards and instill a sense of personal responsibility for accident prevention.
7. Provides support to medical professionals in the City such as nurses and doctors, upon request, in addressing and preventing occupational injury, illness, or accidents by providing them with information that can be used for medical screening and surveillance purposes such as identified trends from the analysis of medical surveillance or exposure data.

8. Reviews occupational safety and health data from reports of work-related injuries and illnesses obtained from City departments including Personnel Department Medical Services and the Department of Transportation and other City sources such as workers compensation reports or City training records and manually enters data into Microsoft Excel to identify trends of safety issues such as accidents and injuries in order to develop a safety and/or accident prevention plan.

### **Inspection/Investigation**

9. Investigates accidents, incidents, and near misses along with operating and management personnel, in response to the occurrence of health or safety-related incidents, by examining documents such as witness statements or accident history records in order to determine the cause of such mishaps and recommend appropriate corrective actions.
10. Conducts safety inspections of work environments including ergonomic evaluations, upon request and as required by mandate or regulation, by visually inspecting work areas including buildings, facilities, and/or equipment, observing work processes, asking workers questions relating to the work area and/or safety protocols and procedures, and taking notes or pictures to document potential safety hazards in order to identify safety needs and develop recommendations, formally, through written reports or informally through verbal debriefs of inspection findings, that will enhance safe work practices and work sites such as the need for training.
11. Validates safety hazards or issues, upon request or during inspections and/or investigations, by conducting field measurements in a variety of work environments utilizing techniques such as field sampling observations, historical reviews, and interviews and tools such as pH meters, noise meters, direct reading instruments, velocity meters, and photoionization detectors in order to measure the level of hazardous exposure to employees and determine whether further action is required.
12. Facilitates regulatory compliance activities and responds to inquiries received from the California Occupational Health and Safety Administration (Cal-OSHA) including required inspections in response to complaint and accident investigations and/or citations, over the phone, through email, or by meeting with regulators in-person during on-site inspections in order to ensure regulatory compliance issues are resolved and corrective actions are in place.

### **Supervision**

13. Fulfills supervisory Equal Employment Opportunity (EEO) responsibilities such as conducting performance evaluations of subordinate personnel related to their required duties and provides counseling and/or disciplinary action if necessary, recommends training and prepares all employees for advancement.

14. Plans the work of safety staff such as Safety Engineer Associates and other professional staff engaged in occupational safety and health work, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
15. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good or poor performance and to coach them for effective performance of future assignments.
16. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives including, but not limited to, interpretations of City policies or memorandums of understanding (MOU), updated safety information, and information about workplace violence and hazing.
17. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.

#### **Other**

18. Participates in legislative and regulatory rule making proceedings relating to occupational safety and health by reviewing existing and proposed laws, regulations, and guidelines to identify potential impacts to City operations and assets and preparing written reports as requested by management.
19. Serves as department representative for specific departmental and interdepartmental safety and environmental compliance teams including the City's Safety Committee and represents the City in external safety meetings and seminars, upon request, by exchanging safety information for the purposes of benchmarking.
20. Makes recommendations to internal and external consultants on proposed plans for department buildings, machinery, and equipment such as the design of a new stairway, based on technical interpretations of safety-related specifications such as measurements of exposure to safety hazards in order to ensure the proposed plan complies with occupational safety and health laws and regulations.