



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SAFETY REPRESENTATIVE, LOSS CONTROL	32	B	11.544

Safety Specialists promote recognized safety practices covered by State and federal safety and health laws and regulations. Incumbents identify and train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes, standards and regulations; prepare written reports and training materials; make public presentations to promote knowledge of safety issues; maintain current knowledge of new technologies, standards, codes, rules and regulations.

On a permanently assigned basis, serve as a safety inspector, consultant and trainer in a State agency's internal workplace safety and health or loss control program.

Develop curriculum and present training programs and seminars for management and employees on a variety of loss control and safety topics such as controlling workers' compensation costs, claims management, safety programs, safety committees, hazard identification, and the supervisor's role in safety and accident investigation.

Train agency staff regarding topics such as ergonomics, video display terminal health and safety issues, driver improvement, electrical safety, fire prevention, hand and power tool safety, machine guarding, safe welding, forklift operation, body mechanics, personal protective equipment, slip and fall prevention, and other safety and loss control subjects.

Enforce safety and liability policies and procedures; advise agency management regarding methods to cost effectively treat or eliminate risk and control future losses; advise on safety issues, trends, investigations, and recommended improvements; analyze loss information to determine accident trends and provide effective solutions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, public health, safety engineering, industrial hygiene, environmental science or related field and two years of experience which included two of the following four areas: hazard identification and mitigation; occupational safety/health program development and implementation; safety/health program compliance; and interpreting and enforcing state and/or federal regulations related to public health or environmental protection; **OR** certification issued by the Board of Certified Safety Professionals as a Certified Loss Control Specialist, Occupational Health and Safety Technologist, Construction Health and Safety Technician, or Certified Safety Professional and two years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: occupational safety and health issues and principles of industrial hygiene; hazard identification and mitigation; laws, regulations and procedures related to occupational safety and health/loss control; correct English usage, spelling, punctuation and composition. **Ability to:** maintain current knowledge of changing standards, codes, and regulations; independently conduct comprehensive surveys, investigations and compliance inspections; investigate accidents and injuries and document facts and findings in case files; maintain databases to track injuries and accidents; assess health and safety hazards in a variety of work environments including indoor and outdoor settings; write clear and concise guidelines, procedures, inspection reports, training materials and correspondence; establish and maintain positive working relationships; communicate effectively with agency supervisors, managers and employees regarding survey findings and recommendations for improvement.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: a variety of occupational health and safety regulations and procedures and hazard identification and mitigation processes. **Ability to:** analyze accident and injury data to identify training needs or appropriate corrective action; accurately interpret and apply health and safety codes and regulations; make effective oral presentations and written reports which correctly portray findings and recommendations; operate and calibrate safety and health field equipment utilized to monitor and measure air quality, noise levels and other environmental hazards; understand and communicate the rationale behind a wide variety of safety and health standards; analyze management and workplace safety systems; implement reasonable and feasible solutions.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

11.544

ESTABLISHED: 12/10/10PC
REVISED: 2/18/11PC