

United Staffing Associates
Job Description

Job Title: Sr. Safety Specialist
Department/Location: Corporate
Reports To: VP, Human Resources
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: July 2018
Revised: N/A

SUMMARY

The Sr. Safety Specialist plans, implements, and coordinates all Company risk prevention and safety programs, policies, and procedures, to ensure a safe work environment, and partners and consults with Company clients to assist them in doing the same. This position requires frequent field work at multiple locations in all regions that the Company provides temporary staffing services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Direct supervision of field Safety Specialists (1-4) per region.
- Functions as the subject matter expert (SME) and advises managers on all safety and risk prevention matters, including OSHA, Cal/OSHA, and all other local, state and federal safety guidelines.
- Provides workers' compensation support and training to staff; Client's Safety Representatives, Safety Specialists, Workers' Compensation Claims Administrator and other staff as needed.
- Develops, implements, and enforces all company safety policies and procedures, including the Risk Management and Safety Manual, Return to Work Program, Injury & Illness Prevention Program (IIPP), risk assessment procedures, personal protective equipment (PPE) requirements, forklift policy, and work orders.
- Advises and recommends procedures for detection, prevention, and elimination of physical, chemical, or other product hazards
- Partners with the VP of Human Resources, to create and implement the company policies and procedures relating to safety and risk prevention.
- Develops and administers the Company Safety Program, including Safety meetings and trainings. Provides Branch Managers and other staff with support and guidance with implementation and enforcement of safety, risk management, loss control, return to work, and claims procedures.
- Assists with all employee injury claims; assists injured employees with medical office visits and questions, tracks all medical status reports. Coordinates claim management with Workers' Compensation insurance providers. Serves as liaison, as needed while working with the Workers' Compensation Claims Administrator
- Investigates injuries and makes recommendations for reducing risk, changing procedures, and/or employee discipline, as required.

- Prepares loss control reports for management. Makes recommendations as needed.
- Ensures compliance with all OSHA and Cal//OSHA requirements, including the completion of OSHA 300, 300A and 301 forms. Assists clients with related issues as needed.
- Examines job sites and audit procedures where warranted.
- Monitors safety and risk management developments for innovations, issues, and legislation that may affect the company.
- Examines, evaluates, and investigates eligibility for or conformity with laws and regulations governing safe work practices, and compliance of licenses and permits and other regulations.
- Oversees safety tailgate program with corporate executive assistant.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires knowledge of relevant laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules that affect safety and risk management in the workplace.
- Must possess and maintain a valid CA driver license and minimum insurance requirements.
- Must have an understanding of basic medical terms and information and techniques needed to diagnose and treat human injuries, diseases, and deformities.
- Must have ability to develop specific goals and to organize work and prioritize tasks in order to accomplish goals. Must maintain flexibility and responsiveness to client and company needs and demonstrate attention to detail and follow-through.
- Knowledge of the structure and content of the English language required. Spanish also recommended. Ability to communicate clearly and effectively in verbal and written form. Must demonstrate a positive customer service image.
- Requires a basic understanding of technology utilized by the Company. Proficiency in computers, including MS Office software. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Must be able to quickly gain an understanding of the relationship of all company positions to each other, and their impact on meeting company goals. Ability to work with others in a fast-paced, deadline oriented environment, functioning as a team member while fostering team work.

USA requires that all employees of the Company uphold our quality workplace standards, which prohibit harassment, discrimination and retaliation. In addition, all employees are required to maintain positive working relationships with co-workers and clients, which includes maintaining appropriate communication etiquette. All employees must show initiative, provide timely feedback or offer input when necessary, act with the highest integrity and contribute to the furtherance of business in a meaningful way.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in a safety related discipline, human resources or equivalent work experience in business, safety, or related field; WCCA or workers' compensation related certification desired. Medical certification preferred, OR.
- Six (6) years health, safety and/or environmental experience at mid-management level required. Insurance or workers' compensation claims handling a plus.
- Demonstrated working knowledge of OSHA regulations and reporting required. OSHA certification required.
- Demonstrated proficiency in MS Office applications; Word and Excel required.
- Experience in a recruiting related industry a plus.
- Demonstrated strong interpersonal skills required.
- Demonstrated excellence in time management and organizational skills.
- Strong written and verbal communication skills required.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Driving a motor vehicle on a commercial road or highway is required in order to be physically present at any and all branch locations and client sites; therefore, basic physical and mental requirements and/or functions governed by the Department of Motor Vehicles in operation of a motor vehicle will apply while employed in this position.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low; however fluctuation of noise level may occur at client sites or offsite at airports, hotels, forums, conferences or seminars which may be outside the control of the Company. Regular (daily) attendance in a branch office, at the corporate office and/or at client sites is required to ensure participation with branch staff and to maintain good customer service and hazard assessment. This position will require intrastate driving, frequent client visits and regular attendance at risk management events and the environment in such settings is unknown. Overnight travel is periodically required. This is a full time position with fluctuating hours that may require early morning and late night work depending on client and/or business needs.