# Safety Officer

| CLASS TITLE | CLASS CODE | SALARY GROUP | SALARY RANGE |
|---|---|---|---|
| SAFETY OFFICER I | 2730 | B17 | $42,976 - $64,469 |
| SAFETY OFFICER II | 2731 | B19 | $48,244 - $76,028 |
| SAFETY OFFICER III | 2732 | B21 | $54,278 - $87,046 |
| SAFETY OFFICER IV | 2733 | B23 | $61,184 - $99,658 |
| SAFETY OFFICER V | 2734 | B25 | $69,572 - $114,099 |

## GENERAL DESCRIPTION

Performs safety and health program work, including development of safety policies and procedures, participation in safety training and education of staff, inspection of work areas and activities for hazards, and investigation of accidents.

## EXAMPLES OF WORK PERFORMED

Inspects work areas and activities to identify hazards and recommends appropriate corrective action.

Conducts or assists in conducting employee safety training.

Prepares safety information for publication to promote employee safety.

Maintains or assists in maintaining a library of technical materials related to safety.

Maintains a log of accidents and injuries and prepares accident reports.

Reviews established safety regulations and standards and recommends appropriate modifications.

Reviews safety specifications for items to be purchased.

Recommends protective equipment, provides training on the appropriate use of that equipment, and conducts utilization spot checks.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

***Note**: Factors that may distinguish between the journey levels include the degree of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

**SAFETY OFFICER I:** Performs routine (journey-level) safety and health program work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also assist others in performing work of greater complexity.

**SAFETY OFFICER II:** Performs moderately complex (journey-level) safety and health program work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist others in performing work of greater complexity. Employees may also:

- Develop safety policies and procedures for comprehensive safety and health programs.
- Conduct surveys, audits, and inspections to ensure a safe environment and compliance with safety rules and standards.
- Conduct job safety analyses, identify problems, and recommend corrective action.
- Recommend procedures to ensure that employees are held accountable for their safety responsibilities.
- Implement safety education and training, safety awareness, and publicity programs.
- Interpret safety rules, regulations, and standards.
- Evaluate the effectiveness of safety programs.
- Maintain a log of accidents and injuries, prepare and review accident reports, and determine causes and costs.
- Administer a safety awards program.

***Note**: Any senior-level employee (levels III-V) can serve as a team lead or supervisor; however, supervisory responsibilities within this job classification series will normally be found at the level IV and V. Senior-level employees may perform the full range of work listed in the examples above and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications. Employees may also assist others in performing work of greater complexity.*

**SAFETY OFFICER III:** Performs highly complex (senior-level) safety and health program work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees may also:

- Coordinate and evaluate comprehensive safety and health programs.
- Conduct, coordinate, or participate in safety committees, councils, and seminars.
- Consult with and advise staff concerning the effectiveness of the safety program.
- Develop employee safety accountability procedures.

- Develop and implement safety and health programs and procedures.
- Plan and conduct safety training.
- Review safety procedures, rules, and standards.
- Serve as a liaison between local, state, and federal agencies.
- Investigate or direct the investigation of accidents and complete or direct the completion of reports.

**SAFETY OFFICER IV:** Performs advanced (senior-level) safety and health program work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex safety and health program work and may also:

- Plan, coordinate, and evaluate comprehensive safety and health programs.
- Direct or conduct safety training.
- Direct and ensure the adequate investigation, reporting, and analysis of accidents to prevent recurrence.
- Review construction, renovation, and remodeling plans prior to and during construction to ensure that safety standards are met.

**SAFETY OFFICER V:** Performs highly advanced (senior-level) safety and health program work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex safety and health program work and may also:

- Oversee, evaluate, and monitor comprehensive safety and health programs.
- Oversee the publication of forms and documents related to safety and health programs.
- Develop safety procedures, rules, and standards to ensure quality and consistency.
- Direct, plan, and monitor safety training.
- Plan and prepare safety budgets.
- Perform inspections to ensure compliance with safety and hazardous material regulations, and inspect equipment and work areas.
- Monitor workers' compensation records.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

## KNOWLEDGE, SKILLS, AND ABILITIES

### For all levels

- Knowledge of safety and health rules, regulations, and standards.
- Skill in the use of a computer and applicable software.
- Ability to plan and implement safety and health programs, and to communicate effectively.

### Additional for Safety Officer II level

- Ability to plan, implement, and evaluate safety and health programs.

### Additional for Safety Officer III level

- The ability to develop, coordinate, and evaluate safety and health programs; and to supervise the work of others.

### Additional for Safety Officer IV – V levels

- The ability to plan, develop, coordinate, and/or oversee safety and health programs.

## REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification in occupational safety or industrial safety.