

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Occupational Safety, Health, and Risk Management Specialist

Position Number: 16006 **Location: Helena**

Department: Transportation

Division and Bureau: Human Resources and Occupational Safety Division/Safety Bureau

Section and Unit: N/A

Job Overview: This position provides professional development, implementation, and management of occupational safety and health, employee safety, and risk management programs for the agency at the Helena headquarters level. The position serves as the Helena headquarters expert on the implementation and administration of safety programs; interpretation of safety regulations; safety awareness; safety training, and safety compliance. The position is based in the Helena MDT Human Resources office.

Essential Functions (Major Duties or Responsibilities):

Program Management - 45%

Manage the activities of the Helena headquarters occupational safety and health programs. Design, develop, and recommend programs and maintain occupational safety and health compliance. Direct and identify proper work methods to managers, supervisors and staff. Examine alternatives, design, develop, and present safety training, review innovative and comprehensive solutions; and resolve program problems to meet departmental needs and comply with local, state, and federal safety regulations. Analyze, review, evaluate, and report program effectiveness. Formulate and recommend strategies for accident and injury prevention; safe work environment; protection for the general public; and reduction of costs associated with accidental losses, tort liability and compliance with federal, state, and local safety regulations. Develop, coordinate, and conduct safety meetings and professional safety training on accident and injury prevention, as well as on

compliance procedures for agency managers, supervisors and staff. Identify, research, preview, and evaluate safety resource materials for agency managers to ensure work practices meet applicable requirements.

Conduct work site reviews:

- Participate in project planning with management staff with a goal of identifying potential hazards and control methods;
- Observe work activity and apprise supervisor and/or workers of hazards when noticed; and
- Advise about appropriate personal protective equipment (PPE) selection and use when necessary.

Facility audits:

- Establish a schedule of formal safety and property loss management inspections to be conducted by the individual holding this position; and
- Train location personnel to perform self-inspections on a regular basis, and establish a schedule for completion of these inspections.

Accident investigation and analysis:

- Conduct accident investigations of all accidents and injuries;
- Review every Report of Incident, First Report of Injury, and Supervisor's Investigation Report filed in each District; and
- Identify causal trends and preventive measures to be taken.

Safety committees:

- Select the Incident Reports for the committees to review;
- Serve as the primary source for scheduling, conducting, and facilitating the meetings; and
- Participate as a subject matter expert in committee discussions.

Emergency response:

- Conduct Emergency Action Plan (EAP) drills;
- Update Emergency Action Plan (EAP) when needed; and
- Train Building Emergency Action Team (BEAT) members.

Ergonomics:

- Conduct workstation assessments for District personnel; and
- Respond to employee physical complaints with a goal of identifying work modification to achieve relief from pain symptoms.

Safety training:

- Be a source of training expertise on safety subjects i.e. hazard communication, fall protection, respiratory protection, personal protective equipment (PPE) selection, lockout/tag out, confined space entry, etc. for individual or group training needs; and
- Provide manager/supervisor training on behavioral safety concepts, development of a safety culture, accident investigation, and reporting procedures.

Regulation consultant:

- Research and interpret safety rules and regulations to help assure compliance within the District.

Office of Occupational Safety & Health representative:

- Work in conjunction with Helena headquarters personnel to support program initiatives and convey organizational message to local audience; and
- Provide information and support to risk management and workers' compensation program coordinators.

Risk Management Coordinator - 45%

- Oversee and serve as risk management coordinator for the agency. Make recommendations to Occupational Safety and Health Bureau Chief on implementation of a risk management plan and risk awareness for the agency. Serve in an advisory capacity to resolve problems with insurance coverage of agency assets and resources. Disseminate and collect insurance and risk management information needed to maintain and preserve the insurability and viability of agency assets. Review alternatives and make recommendations for risk management policies and administrative or legal action.
- Monitor and analyze agency vehicle and general liability insurance programs provided through the Department of Administration Risk Management Tort Defense Division. Provide guidance on accident reporting requirements to agency managers, supervisors and staff. Provide accurate details of accidents. Ensure quality service and accurate and timely compliance.
- Ensure accurate source data collections for agency insurers by providing accurate and current information on property (employee fidelity bond, burglary/theft, owned or leased vehicle, watercraft, aviation, commercial property, boiler and machinery, fine arts, inland marine, general liability for contractors, and notary bonds.)
- Ensure safe working conditions for all employees by encouraging employees and managers to consider risks and implement procedures to prevent or mitigate loss. Develop guidelines and information for identifying, eliminating, and controlling risks. Identify serious risks and report to management with recommendations to alleviate the risk.

- Serve as agency contact for private citizens wishing to file damage claims against State of Montana related to MDT projects and activities. Provide instruction on claim filing procedures, assist RMTD claim adjusters with obtaining information necessary to determine claim liability, review claim report documents for completeness and accuracy, and maintain claim database for research purposes.
- Review all Reports of Incident and enter data from reports into agency database.
- Prepare reports for Occupational Safety and Health Bureau Chief, department managers and safety committee members identifying accident trends and problematic categories.

Other Duties - 10%

Completes special tasks, projects, and assignments as assigned by the Department Director, HROS Division Administrator, or OSH Bureau Chief.

Supervision

The number of employees supervised is: n/a

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- This position functions in a typical office environment primarily.
- Occasional travel by automobile in a large geographical area
- Walking; bending; stooping; climbing; standing; crawling
- Occasional entrance into confined spaces
- Occasional exposure to hazardous materials or substances; fumes; dusts; extreme temperatures; unpleasant odors, sights, or sounds

Knowledge, Skills and Abilities (Behaviors):

- Public Safety/Laws — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people and property. Knowledge of laws, precedents, and government regulations, including extensive knowledge of federal, state, and local safety regulations; insurance principles/concepts, and accident and injury investigation techniques.
- Education and Training — Knowledge of principles and methods for curriculum and training design for adult learners, teaching and instruction for individuals and groups, and training evaluation.

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Writing/Reading Comprehension — Effective written communication and reading comprehension skills.
- Communication — Effective speaking and active listening skills.
- Judgment and Decision Making — Effective judgment and decision-making skills.
- Problem Solving — Effective problem solving skills.
- Active Learning — Effective skills in learning new information and understand the applicability to both current and future problem solving and decision-making.
- Deductive Reasoning — Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Occupational Safety and Health, Industrial Hygiene, Industrial Psychology, Occupational Therapy, Environmental Health, Industrial Technology, or a related field. Coursework in Occupational Therapy and/or Public Health Education would be helpful; and additional coursework in Risk Management and/or loss control is desirable.

This position requires a minimum of 2 years of experience in interpreting federal and other safety regulations and guidelines, compliance, insurance, risk management, workers’ compensation laws/claims, hazardous materials, adult training, or closely related experience (e.g. ergonomic assessments, accident investigation, etc.).

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Safety Officer 1 Job Code Number: E51011 Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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