

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**SAFETY OFFICER**

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**DEFINITION**

Performs professional level work planning, directing and promoting a safety and occupational health program in a state department or institution; regularly inspects facility for actual or potential hazards and violations of state/federal occupation health and safety laws, regulations and accreditations; reports findings to administrators and conducts educational programs; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Develops and implements safety policies, interprets safety laws, rules and regulations and prepares related reports; complies with federal/state regulations regarding processing of accident/safety reports.

Conducts fire prevention and safety inspections of department/institutional facilities to identify hazardous conditions, potential safety hazards and prepares inspection reports.

Investigates injuries, accidents and incident reports to determine probable cause and prepare recommendations for correcting unsafe conditions and report to management.

Maintains fire, accident and incidents reports to ensure to validate accuracy of data for use in program evaluation; analyzes accident/injury reports to identify potential/actual hazards so they can be corrected and personnel informed about safety precautions.

Investigates employee/resident complaints of alleged health and safety hazards; reports findings to management officials, supervisors and employees, and recommends corrective action.

Facilitates annual inspection of the facility by the State Fire Marshall's office or other relevant fire prevention entities; escorts and/or provides needed assistance in the conduct of such inspections.

Develops and conducts training programs on occupational health and safety for employees and updates as necessary; promotes program by speaking to interested parties on a request basis about safety and health and safety topics.

Operates sound level meters, combustible gas indicators, and related testing and sampling equipment used in inspections.

**COMPETENCIES REQUIRED**

Knowledge of the safe operation of industrial or construction machinery and equipment and associated hazards.

Knowledge of principles/techniques of accident prevention and the application of industrial safety devices.

Knowledge of basic safety courses, fire codes/prevention methods, mechanical, electrical and chemical safety inspection procedures.

Knowledge Federal and state Occupational Safety and Health Acts and regulations.

Ability to identify safety hazards and develop corrective safety measures and devices.

Ability to analyze occupational safety/health data (e.g., accident reports) and recommend corrective action.

Maintain effective working relationships with management, labor and employees.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a bachelor's degree in occupational and environmental health, engineering or human resources management;

OR

four years of full-time professional work experience in human resources/safety administration (i.e. development and implementation of a safety program, accident prevention, loss control, facility inspection, employee training);

OR

an equivalent combination of qualifying education and experience totaling four years.

Effective Date:   9/08   JG