

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Safety and Health Specialist Department: Safety and Health / Human Resources

**Grade K
H.P.D. 8
D.P.Y. 260**

Date: July 2018

Reports To: Safety and Health Director

Purpose of Job

The purpose of this job is to perform functions to minimize occupational and student injuries and health hazards by assisting in the administration and management of the school district's Safety & Health Department and On-the-Job Injury Program, Occupational Safety and Health Program, , Property & Casualty Self-Insurance Program, and OnSite Medical Programs. Develops reviews and revises policies and procedures. Reports to the Safety and Health Director.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

TRAINING

Conducts periodic meetings of district staff to provide information, resolve problems, give program information and evaluate policy effectiveness of assigned safety and security programs; instructs staff on safety and risk issues in the field; trains and monitors staff on critical decision making.

Organizes and Conducts New Employee Training Program and Annual Refresher compliance training including: OJI, OSHA Safety Training, and Internal Communications.

Assists in Organizing and Conducting Employee CPR Trainings

Coordinates SDS, Chemical Inventory, and OSHA Hazard Communication Program, and any other Safety and Health / Safety / OJI Programs. Also coordinates the placement of SDS's online on the CMCSS website.

INSPECTION AND INVESTIGATION

Conducts investigations of and officially reports on On-the-Job Injuries (OJI), student injuries, visitor accidents, and vehicular accidents involving CMCSS owned vehicles and equipment.

Conducts on-site safety evaluations of personnel and equipment as detailed in the CMCSS Safety and Health Programs, Policies and Procedures to ensure compliance and overall safety for all CMCSS employees and students.

Conducts Annual Playground Inspections and others as required; prepare official report of these inspections, and monitors Monthly Playground Inspection Reports from each school.

Assists Safety and Health Director with indoor air quality issues and preparation of AHERA Asbestos Surveillance Reports.

Conducts inspections and evaluations of CMCSS property and operations, safety practices and hazardous situations, and preparing written reports of findings and recommendations for correction of unsafe conditions or conditions which violate occupational health standards.

Regularly visit departments to answer any safety related questions.

Submits monthly Safety and Health related articles and information for employee newsletter.

Coordinates the completion and submittal of Plan of Corrective Action for the Fire Marshall inspections.

Assists with the coordination and setup of Alive and Well / Staff wellness events.

CLAIMS ADMINISTRATION AND DATA COLLECTION

OJI Claims Filing / Administration – acts as a Case Manager – Attends appointments with injured employees acting as a nursing consultant between medical provider and injured employee. Communicates with medical provider to expedite return to full / modified duty. Approves prescriptions at designated OJI pharmacies. Assists in the administration of the On the Job Injury Program to include all facets of employee injury claim administration, medical management, medical bill review, and payment authorization. Assists in managing the complete self-administration of our employee injury program which serves more than 4000 employees.

Maintains with all insurance claim related documentation, claims files, insurance payments, and insurance related communications.

Maintains active Workers Compensation files.

Maintains, copies, and processes all OJI Claims initiated by school employees. OJI files are maintained and copies made along with all required forms.

Tracks and completes data for annual OSHA Report Assists the Safety and Health Director with the self administration of the school system Property, Auto, General Liability, Cyber liability,

Environmental, and School Board Legal self-insurance program, and Error and Omissions Self Insurance Programs to include complete self administration of all individual claims. Our self-insurance program includes over 820 Million Dollars in property and a fleet of over 400 Vehicles.

Maintains comprehensive records of incidents and related costs: perform statistical analyses to determine trends, problem areas and overall safety.

Compiles monthly claims reports for OJI and Property/Casualty Related Claims. Assists with the development and maintenance of employee injury statistics reports. Assists with maintaining the school system's OSHA-required recordkeeping.

Assists with all insurance claim related documentation, claims files, insurance payments, and insurance related communications.

Coordinates the maintenance of all compliance and OJI training records.

Assists the Safety and Health Director to develop and revise Safety and Health policy and procedures; plans for the CMCSS School Safety and Emergency Response. This includes administration of school emergency tabletop sessions, district tabletop sessions, school security audits, post incident investigation / reports, CMCSS Disaster Recovery Plan, CMCSS online Individual School Crisis Plans, and CMCSS Classroom Emergency Response Guides. Provides input and resources for departmental and school safety committee programs.

Maintains monthly fire / safety drills and ladder / playground inspections through online safety portal.

Assists and Conducts Breath Alcohol Testing when necessary.

Maintains Intro to Incident Command Systems for Schools and Intro to National Incident Management Systems for Online Professional Development. Collects certifications and issues professional development credit for completion to employees, as necessary.

PROGRAM ADMINISTRATION AND OTHER DUTIES

Assists the Safety and Health Director in the administration of the CMCSS On the Job Injury Program to include all facets of employee injury claim administration, medical management, and medical bill review and payment authorization. Assists to manage the complete self-administration of our employee injury program which serves more than 4000 employees.

Assists the Safety and Health Director to develop and revise Safety and Health policies and procedures; plans for the CMCSS School Safety and Emergency Response. This includes administration of school emergency tabletop sessions, district tabletop sessions, school security audits, post incident investigation / reports, CMCSS Disaster Recovery Plan, CMCSS online Individual School Crisis Plans, and CMCSS Classroom Emergency Response Guides. Provides input and resources for departmental and school safety committee programs.

Provides interpretation of OSHA, TOSHA, EPA, DOT, NRPA and other related standards to management personnel of the school system.

Assists Safety and Health Director in administering CMCSS's mandated TOSHA Program and initiates policies to comply with safety legislation and industry practices. Ensures compliance

with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization.

Coordinates SDS, Chemical Inventory, and OSHA Hazard Communication Program, and any other Health/ Safety / OJI Programs. Also coordinates the placement of SDS's online on the CMCSS website.

Assist the Safety and Health Director in developing, maintaining, and revising policy and procedures for implementation of safety and occupational health programs, CMCSS loss history and risk management reports, cost and premium allocations.

Attends departmental safety meetings, internal / external seminars and training sessions as required to remain knowledgeable of safety trends and to promote improved job performance; maintains an orderly office environment.

Additional Job Functions

Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Good human relations, communications skills, and ability to lead training sessions are required. A Bachelor's Degree is preferred. Experience in handling property/casualty insurance claims, workers compensation claims management, and monitoring of occupational safety practices are also preferred; any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job will be considered. TN driver's license.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System, Safety practices as they pertain to the performance of duties relating to the job of Safety and Health Specialist. Has considerable knowledge of the School System and Safety practices as necessary in the completion of daily responsibilities. Have knowledge of current laws and regulations concerning occupational safety and health. Have knowledge of loss prevention techniques and safety standards for general industry. Have knowledge of current insurance, safety and OSHA regulations, and CMCSS functions and operations. Have the ability to maintain proper perspective of overall program of Safety. Have the ability to express ideas clearly, concisely and convincingly.

Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes given assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Safety and Health Specialist.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to communicate with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

JOB CONDITIONS: Office, and wide variety of occupational environments – including outdoors. Wide variety of climatic exposures.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date