

Safety Director

Position Summary

The Safety Director is responsible for leading, developing, and maintaining a comprehensive county-wide safety program that protects employees, minimizes workplace incidents, ensures regulatory compliance, and promotes a strong culture of safety throughout all county departments. This position serves as the primary liaison between county employees, department leadership, insurance representatives, medical providers, regulatory agencies, and the Board of Supervisors.

The Safety Director reports directly to the Board of Supervisors and provides regular updates regarding safety performance, compliance initiatives, training activities, incident trends, and program improvements.

Essential Duties and Responsibilities

Safety Program Administration

- Build upon and enhance the existing county safety framework.
- Develop, implement, and maintain county-wide safety policies, procedures, and programs.
- Create and foster a proactive safety culture that empowers employees to identify hazards, prevent incidents, and promote workplace safety.
- Develop strategies to reduce workplace injuries, vehicle accidents, and associated costs.

Safety Committee Management

- Establish and maintain a Safety Committee representing a cross-section of county departments, including both management and employees.
- Conduct quarterly Safety Committee meetings.
- Prepare agendas, maintain meeting records, and distribute minutes to committee members.
- Facilitate committee discussions regarding safety concerns, incident prevention, and corrective actions.

Incident Management and Investigations

- Develop and administer an internal review process for all safety-related incidents, including personal injuries and vehicle accidents.
- Maintain detailed records of all incidents, accidents, investigations, and corrective actions.
- Analyze trends and recommend preventive measures to reduce future incidents.

Workers' Compensation and Claims Coordination

- Arrange and coordinate IMWCA site visits, meetings, and safety consultations.

Training and Risk Management

- Coordinate, schedule, document, and maintain records of department-specific safety training programs.
- Assist departments in conducting self-audits and workplace inspections to identify and mitigate risks.
- Develop and implement corrective action plans to address identified hazards.
- Promote continuous improvement in safety performance throughout county operations.

Policy and Documentation Management

- Review and update personnel policies annually to reflect county expectations regarding workplace safety practices.
- Review and update job descriptions for all county departments and maintain records as part of the county's safety program.
- Maintain all required safety records and documentation.

Qualifications

- Experience coordinating safety committees and employee training programs.
- Strong organizational, communication, leadership, and recordkeeping skills.
- Ability to maintain confidential information and comply with HIPAA requirements.
- Proficiency with Microsoft Office and record management systems.

Preferred Certifications

- Certified Safety Professional (CSP)
- Occupational Health and Safety Technician (OHST)
- Associate Safety Professional (ASP)
- OSHA Safety Certifications

Reporting Relationship

This position reports directly to the County Board of Supervisors and is responsible for providing regular updates regarding county safety initiatives, compliance activities, training efforts, incident trends, and program performance.