

NEVADA IRRIGATION DISTRICT

SAFETY ANALYST

DEFINITION

To serve as a resource to District departments by performing professional oversight and analysis of the effectiveness of the field application and deployment of District environmental health and safety practices; to provide advice and expertise on program elements to maintain a risk control program performance that will reduce conditions which could harm or endanger District employees or the public; and to provide ongoing training and advice to District staff and supervisory and management personnel regarding safe work methods.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant General Manager.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Recommend actions related to the District's comprehensive health and safety program.
2. Apply ongoing tactics and approaches that will lead to a safety focused culture of enhanced safety capabilities and competencies championed by employees among employees.
3. Facilitate the development of specific risk control capabilities to more effectively control District hazards not covered under OSHA, State, local, or Federal standard regulations which will lead to a reduction or elimination of employees hazards and exposures.
4. Implement and maintain the District's Injury and Illness Prevention Plan; plan and coordinate drills and other employee, supervisor and manager training as required.
5. Maintain safety training and inspection records in compliance with District, local, State and Federal policies, rules and regulations.
6. In conjunction with District supervisors and managers, complete site specific safety plans that establish safety protocols for employee and subcontractor projects.

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7. Conduct field safety inspections; identify and work collaboratively with supervisors and managers in the identification of uncontrolled hazards; assess the capabilities of District staff in the identification and control of hazards and development and implementation of hazard control techniques; advise, coach and train supervisors, managers, and employees in hazard recognition and control strategies that lead to their improved ability to proactively and effectively control workplace hazards.
8. Continually evaluate the effectiveness of interdivision operations risk control coordination and as needed, facilitate the development and implementation of safety work practices and/or processes that enhance the ability to coordinate work projects safely.
9. Assist management in identifying and implementing the most effective communication methods between management and employee work groups to ensure safety information is effectively and consistently communicated to all District staff.
10. Regularly provide constructive feedback to District management on the effectiveness of overall safety management practices.
11. Ensure that safety records are being maintained from a regulatory perspective and as necessary to prepare clear and concise safety reports for the District.
12. Build and maintain positive working relationships with all District employees and the public using principles of good customer service and communication.
13. Facilitate on-going District wide safety planning process and employee training, including online programs such as PreventionLink (aka, Target Safety).
14. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Appropriate safety precautions, procedures, practices and regulations, particularly as they relate to the water utility industry.

Federal, State and local laws, rules, regulations, and standards applicable to employee health and safety, environmental programs, and emergency preparedness.

Methods and practices for conducting workplace environmental health and safety audits and investigations.

Methods for developing and presenting employee training.

Injury/risk analysis approaches.

Techniques associated with collaborative decision making.

Technical report, policy and correspondence writing.

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Principles and practices of effective customer service.

Effective team building techniques.

Modern office equipment including use of applicable computer applications.

Ability to:

Perform professional and technical health and environmental safety inspections, training and consulting for District staff and management.

Recommend, interpret, explain and enforce pertinent policies, procedures, rules and regulations related to health and safety.

Evaluate, develop and implement effective health and safety programs.

Understand, explain, interpret and apply complex Federal, State and District requirements regulating work place health and safety and the use, storage and disposal of chemicals and hazardous substances.

Analyze problems, identify alternative solutions, communicate consequences of proposed actions, and collaboratively implement recommendations to support District safety goals.

Develop and deliver effective training materials to District staff at all levels.

Compile technical safety data and prepare technical reports, correspondence, policies and procedures.

Ensure the maintenance of accurate safety records in compliance with District policies and procedures and local, State and Federal regulations.

Effectively assess situations threatening health and safety and collaboratively negotiate and recommend resolutions.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Not interfere with other employees' uses of safeguard.

Not remove, displace, damage, destroy, or tamper with safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel, and recommend appropriate solutions.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

Four years of responsible professional experience involving the development and implementation of employee health and safety programs.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in occupational health, safety engineering, or a related field.

License and Certificate

Possession of a valid California driver's license.

Possession of a Safety Professional Certificate, issued by the American Society of Safety Engineers

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time, frequent site visits to outdoor construction sites; maneuvering rough terrain under moderate weather conditions, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.

Approved by BOD 5/26/10