

SAFETY ENGINEERING ASSOCIATE, ~~BBBB~~

Summary of Duties : Assists in administering a program for employee safety and accident prevention in a large City department or a group of City departments; may develop and administer such programs within a large City department; and does related work.

Distinguishing Features : The primary responsibilities of safety personnel are the development of methods to promote safety and prevent accidents, and the training of employees to develop an attitude of safety consciousness. They study and make recommendations to control factors affecting employee safety through application of safety techniques. They serve as consultants on safety, and recommend the correction of unsafe practices and conditions. Since these employees have no direct authority to enforce their recommendations, they must use considerable tact, diplomacy, and persuasiveness to obtain the cooperation of management, supervisory personnel, and employees in implementing their recommendations.

A Safety Engineering Associate, under general supervision assists in the development and administration of a safety program in assigned sections of a large department, investigates complaints of unsafe conditions, and recommends changes. The work of a Safety Engineering Associate is not subject to detailed review except as problems occur.

In some positions, a Safety Engineering Associate plans, organizes, directs and assists in the overall development and administration of a safety program for a department; applies special knowledge to the identification of safety hazards; identifies areas where safety training is needed; and may act in a lead supervisory capacity providing instruction and guidance for subordinate safety personnel. An employee at this level receives general supervision, however assistance or concurrence may be obtained from the Safety Administrator or Safety Engineer.

Examples of Duties : Develops course outlines and recommends means of presenting safety training; develops work instructions emphasizing safety for specific operations; holds training meetings with supervisors and other employees to stress safe practices, develops an awareness of hazards, and instills a sense of personal responsibility for accident prevention; advises and instructs supervisors and workers in safety practices, first aid, rescue work, accident and fire prevention, and sanitation; organizes safety recognition programs; assists in publicizing safe practices for all employees;

Investigates working procedures, tools, equipment, materials and facilities; recommends changes to correct hazardous or unsafe working conditions; investigates accidents resulting in employee injuries or fatalities and prepares detailed reports for management; analyzes

employee accident reports to determine causes, and recommends remedial safety measures including mechanical safeguards and personal protective equipment; assists in developing safety devices; and compiles records and prepares statistical and other periodic summary reports of accidents and recommended changes.

In addition to the above: consults with management and supervisors on the establishment, development and operation of safety, accident prevention, and employee health maintenance programs; plans, institutes, and makes follow-up checks on safety inspection and training programs for use by supervisors; assists in the development of loss prevention programs, including accident prevention programs for employees, as well as loss prevention programs for protection of City property; reviews specifications for materials, machinery, and equipment to assure conformance with safety laws and regulations and the correction of mechanical and physical hazards; gives advice on safe practices for new operations and processes; inspects equipment, facilities, and buildings for existing or potentially hazardous conditions or unsafe practices and recommends corrective measures;

Works closely with professional safety organizations in the exchange of ideas and the development of safe practices and safety devices; provides management with information on safety laws and codes pertinent to department operations, including the Federal Occupational Safety and Health Act, California Occupational Safety and Health Act, California Labor Code and other safety orders, City safety and fire ordinances and other regulatory agencies; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A working knowledge of the principles of safety engineering; a working knowledge of the hazards encountered in construction, operation, and maintenance work in City service, and of applicable accident prevention techniques and devices; a general knowledge of media used to disseminate accident prevention information; a general knowledge of provisions of Federal, State, and local laws and regulations relating to employee safety and accident prevention in City service, including pertinent provisions of the Safety Orders of the California Division of Occupational Safety and Health, the California Vehicle and Labor Codes, and the State and Federal Occupational Safety and Health Acts; a general knowledge of the principles and methods of employee safety training; a general knowledge of activities and services of national, state, and local safety organizations; a general knowledge of first aid for injured persons; the ability to detect potential accident hazards in and to devise adequate safeguards for construction, operation, and maintenance activities, environments, and procedures, as well as in plans for equipment and buildings; the ability to plan, organize, and coordinate an effective safety and accident prevention program for use in one or more sections of a large department; the ability to conduct lecture and conference type training meetings; the ability to obtain the cooperation of employees, supervisors, and management in adapting

and using adequate safety devices and accident prevention methods; the ability to prepare clear and concise reports; the ability to analyze accident data; and the ability to deal tactfully and effectively with management, employees, and the public.

Graduation from a recognized four-year college or university with a degree in Engineering, Physical or Biological Science, Safety or Industrial Arts, or possession of a valid Engineer-in-Training Certification recognized by the California State Board of Registration of Professional Engineers is required. Full-time paid experience in safety engineering, safety training, safety inspection or laboratory testing may be substituted for education lacking on a year-for-year basis up to a maximum of two years.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight. Persons with physical handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.