

SAFETY ADMINISTRATOR (1728)
TASK LIST

1. Plans, organizes, directs, and supervises the overall development and administration of a comprehensive occupational safety and industrial hygiene program for the City in order to reduce workplace hazards and protect City assets and personnel.
2. Directs and supervises the technical and professional employees engaged in planning and implementing the safety and industrial hygiene activities for City departments in order to ensure uniform safety standards and regulatory compliance.
3. Directs the preparation of safety and industrial hygiene programs and rules in order to ensure uniform safety standards and regulatory compliance.
4. Advises City management on problems involving safety and industrial hygiene in order to ensure departmental and City safety efforts are unified, aligned, and effective.
5. Formulates policy recommendations affecting administration of City safety and loss prevention programs in order to stay up to date with City needs.
6. Serves as a City representative with external stakeholders and regulatory agencies, such as State hearings, Cal/OSHA, AQMD, LA Public County Health, and at other meetings of safety administrators, safety engineers, and directors.
7. Coordinates and advises on various safety matters in order to ensure departmental and Citywide safety efforts are unified, aligned, and effective.
8. Prepares and directs citywide training activities relating to safety in order to ensure uniform safety standards and regulatory compliance.
9. Disseminates accident prevention information, and application of the provisions of Federal, State and local rules and regulations relating to employee safety and accident prevention, including the provisions of Cal/OSHA safety orders, the California Vehicle Code, and Executive Directives in order to ensure proper employee safety practices are followed.
10. Directs the preparation, revision, and implementation of departmental illness and injury prevention programs in order to provide employees with a clear and up-to-date roadmap for identifying risks and maintaining a healthy work environment.
11. Directs the ergonomic assessment program in order to identify, evaluate, and address risk factors related to workplace safety.