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| Commonwealth of Pennsylvania | | STD-370 | |
| **POSITION DESCRIPTION** | | | |
| Last Name | First Name | MI | Employee Number |

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| Job Title | Job Code | Working Title | Position Number |

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| Department | Organization | Organization Code |

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| Supervisor's Last Name | Supervisor's First Name | Supervisor's Job Title | Supervisor's Pos Number |

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| Start Time 0000 | End Time 0000 | Hours/Week 00.0 | Days Worked (Check all that apply) | | | | | | | Explain any schedule variations: |
| S | M | T | W | T | F | S |

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| **Position Purpose:** Describe the primary purpose of this position and how it contributes to the organization’s objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*  Serves as the agency’s Safety Coordinator, serves as the point of contact for all safety matters, and administers the safety program for the agency to ensure a safe workplace for all employees. |
| **Description of Duties:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*  Maintains the agency’s safety program to ensure compliance with state and federal laws, regulations, and standards; published directives; collective bargaining agreements; the Accident and Illness Prevention Program (AIPP); the Personnel Rules; and past practices.  Based on an understanding of the laws, directives, and other commonwealth and agency safety policies and procedures in place, provides guidance and recommendations to all levels of management in the formulation of policy and promotion of sound safety practices.  Periodically provides safety-related communications/education to employees about the agency’s safety policy, procedures, and/or contact information.  Establishes and monitors safety program goals and objectives  Develops recommendations and position papers to management that will address program needs and provide for continuous improvement.  Ensures worksites are inspected on a periodic basis to identify hazards and that identified hazards are addressed or are eliminated.  Ensures all workplace incidents are investigated.  Analyzes loss data and prepares reports to determine effectiveness and identify injury trends.  Evaluates and reviews the program annually to identify opportunities and areas in need of improvement.  Organizes and coordinates labor/management safety committees comprised of members from the various departments and/or work locations. Acts as the safety committee chairperson or facilitates agency safety committees by preparing agendas and minutes, establishing committee goals and work assignments, clarifying rules and procedures, directing and serving on sub-committees  Develops procedures for identifying, reporting, and responding to industrial hygiene concerns.  Administers the employee safety suggestion and communication program and addresses the concerns and ideas submitted.  Ensures emergency actions plans are up-to-date for all occupied work locations, and ensures emergency evacuation drills are conducted every six months and evaluated for effectiveness.  Ensures that prompt access to first aid, CPR, and/or automatic external defibrillators (AED) is available either through the local emergency service or by having trained first responders available throughout the agency.  Administers the PA Worker and Community Right to Know Act including ensuring annual inventory of hazardous substances and preparing annual Right to Know Checklist report and Hazard Substance Survey Form. Coordinates training with the agency’s Right-to-Know designees.  Ensures all employees receive safety orientation training. Also, ensures that employees who have specific safety responsibilities, such as fire safety team members, safety committee members, first responders, those conducting investigations or hazard assessments, and those who have jobs that are exposed to specific hazards, receive appropriate initial and refresher training.  If not specifically responsible for the following areas, maintains a general understanding of the policy for Workers’ Compensation, Worker and Community Right to Know, State Employee Assistance Program, Driver Safety, Workplace Violence, Emergency Preparedness, Continuity of Government Planning, Security, CPR/Emergency Medical Services, and Infectious Diseases.  Works with appropriate budget/fiscal staff to ensure necessary funds are available for training, equipment, and the correction of unsafe or unhealthy working conditions.  Maintains the documentation and files the reports and forms necessary to comply with the requirements of the Bureau of Workers’ Compensation and the Governor’s Office of Administration.  Maintains a relationship with other state agencies that can provide safety-related assistance and guidance as necessary, such as the Department of Labor and Industry, Department of Health, Department of Environmental Protection, Department of General Services, and the Pennsylvania Emergency Management Agency  Maintains a working relationship with the professional safety consultants who assist the incumbent on technical or unusual safety issues and time consuming activities.  Performs special projects and other duties as required or assigned. |

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| ***Decision Making:*** *Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor’s signature.*  Employee exercises considerable independent judgment and decision making in the implementation of the Department’s Safety Program and other related activities. Employee has authority to make recommendations and provide guidance to managers concerning above listed duties without initial consultation with supervisor. General instructions and guidance are given by the supervisor.  Work assignments and projects are often self-generated upon identification of problems or situations. Employee updates supervisor as needed or as scheduled on activities or special issues. Work is reviewed during or upon completion of assignments. Policies developed or other formal communications concerning program execution are reviewed with supervisor and sometimes upper management prior to implementation. |
| ***Requirements Profile:*** *Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: Professional Engineer License*  1.   Maintains or acquires a certification recognized by the Bureau of Workers’ Compensation as a qualified provider of accident and illness prevention services.   2.   N/A    3.   N/A |
| **Essential Functions**: Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*   |  |  | | --- | --- | | 1. | Understand and follow oral and written instructions. | | 2. | Analyze and interpret policies, regulations, and standards. | | 3. | Effectively communicate orally and in writing. | | 4. | Prepare for and conduct meetings and trainings. | | 5. | Compose written materials. | | 6. | Gather & analyze data. | | 7. | Use a computer and software applications. | | 8. | Maintain effective working relationships. | | 9. | Conduct investigations/assessments. | | 10. | Travel to other work locations. | |

**CERTIFICATION**

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

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| **Employee's Acknowledgement** | **Job Title:** | **Date** |

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| **Supervisor's  Acknowledgement** | **Job Title:** | **Date** |

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| **Reviewing Officer's  Acknowledgement** | **Job Title:** | **Date** |