

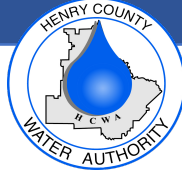
## JOB NOTICE

# Safety Specialist

This position is responsible for overseeing the following major work functions within the Human Resources Department: coordination and supervision of the safety and risk management programs to include, but not limited to, workers compensation, vehicle, property and general liability programs, training, as well as plans, organizes, coordinates and manages HCWA's comprehensive safety program and Risk Management Practices; provides leadership to create awareness and promote a high performance safety culture; takes action to ensure compliance with safety requirements; provides advice to managers on safety issues; and participates in the development and administration of programs to eliminate safety hazards.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Collaborates with management to develop, implement and enforce safety policies and procedures in compliance with all applicable state, federal and local laws and regulations. Provides guidance and enforcement on the administration of a comprehensive OSHA equivalent safety program
- Assists management and employees in understanding safety regulations, standards and proper reporting. Conducts regular tabletop discussions, in addition to safety meetings, with departments to keep safety relevant. This also includes fire and tornado drills.
- In conjunction with the Director of HR and Risk Management, manages and oversees the development and delivery of a comprehensive curriculum of safety training programs for management and employees through internal and external training resources; monitors and evaluates the effectiveness of training programs and stays abreast on updates to achieve overall training objectives.
- Establishes and maintains a comprehensive training calendar to be conducted in all departments regularly.
- Serves as the Chair of the Safety Committee and makes recommendations as needed for safe and orderly departments and facilities.
- Performs regular safety and loss prevention audits and inspections; evaluates HCWA facilities to detect existing or potential accident and health hazards. Provides advice and counseling for maintaining a safe work environment in all locations. Manages and oversees annual safety inspections with various emergency service providers and inspection contractors.
- Performs unscheduled site visits with field crews.
- Serves as the primary contact for all property damage claims. Works with claimants and insurance providers from the initial notification to final resolution to resolve claims.
- Develops, implements and provides guidance on workers' compensation, vehicle, property and general liability accident/incident claims processing. Investigates job-related work injuries, incidents and vehicle accidents. Advises management on status of investigations, any ongoing issues, and gives recommendations for corrective action, to include additional safety training. Also works with departments and insurance carrier in reducing lost time on workers' compensation claims.
- Manages and oversees the development and implementation of the HCWA Safety Incentive Program.
- Oversees the Accident Review Board; facilitates Accident Review Board meetings and submits Board recommendations to Division and Department Managers.



- Develops Standard Operating Procedures with regard to safety concerns with all departments at HCWA.
- Compiles and maintains safety files and training records.
- Ensures that safety related laws, regulations and codes are observed at the federal, state and local levels. Monitors health and safety legislative and regulatory changes; evaluates programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.
- Manages and recommends updates to HCWA's drug testing requirements to include pre-employment assessments, post-accident, safety sensitive, and random drug testing programs.
- Work with brokers and carriers to identify, design, implement and monitor effective safety and loss prevention programs. Works with all departments to identify potential safety exposures.
- Coordinates and oversees annual fire and tornado drills at all locations.
- Researches various vendors for the procurement of recommended safety equipment.
- Responsible for the coordination, implementation and management of the comprehensive HCWA Emergency Action Plan and Resilience Assessments to ensure appropriate safety and security protocols are met in accordance with the 2018 America Water Infrastructure Act. Duties include identifying target areas of risk, and assist in performing drills or tabletop discussions based on an all hazards approach that raise awareness and trains employees on how to appropriately respond to threats, risks, and emergency situations.
- Manages, coordinates and implements HCWA Emergency Action Plans associated with five, category one dams. Standards for the development of these plans will be in accordance with requirements set by Georgia EPD and Safe Dams. Duties include identifying target areas of risk, and assist in performing drills or tabletop discussions based on an all hazards approach that raise awareness and trains employees and local emergency responders on how to appropriately respond to threats, risks, and emergency situations.
- Must be able to effectively communicate, with tact and diplomacy, with the public and staff members.

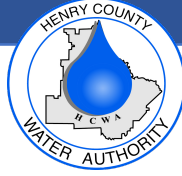
**Education and/or Experience:** High school diploma or general education degree (GED); and four to five years related experience and/or training; or equivalent combination of education and experience.

**Computer Skills:** To perform this job successfully, an individual should have extensive knowledge of Microsoft Office and internal systems such as Great Plains software.

**Certificates, Licenses, Registrations:** Valid Georgia Driver's License; OSHA 30 certified.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside



weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate.

**Must be at least 21 years of age.**

***Applications for this position will not be accepted after  
5:00 p.m. on Friday, August 4, 2023.***

**Henry County Water Authority is an Equal Opportunity  
Employer.**