

Union Public Schools Job Description

Position Title: Safety Coordinator
Department: Support Services
Reports To: Director of Purchasing and Supply Management

FLSA Designation: Exempt

SUMMARY: Performs coordination of school District safety programs including supervision of general building conditions and site based emergency response programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Develops, implements, and manages safety programs in accordance with the Oklahoma Public Employers Occupational Safety and Health requirements.
- Develops and implements procedures for identifying and controlling workplace hazards.
- Develops and implements safety plans, rules and work procedures.
- Develops, prepares and presents annual safety training presentations (PowerPoint, video, and live) for employees at all sites (e.g. 30 presentations at individual sites, including at least two make-up sessions).
- Communicates and audits fire drills, and hazard emergency and lock-down drills with principals at least annually.
- Facilitates and furnishes train-the-trainer courses to nurses and staff for AED, Bloodborne Pathogens and other safety-related training as required.
- Keeps abreast of, reviews, and recommends new safety training curriculum for use within the District.
- Maintains active role, attends and participates in functions, committees and presentations through the Oklahoma Safety Council.
- Represents the District/facilitate with FEMA and TAEMA representatives on emergency procedures and other tactics/functions as requested.
- Attends ongoing training sessions offered through FEMA and the Department of Homeland Security as needed to stay informed of current events and protocols.
- Conducts safety walk-around inspections at each site at least annually and report the findings to the designated principal and/or director.
- Conducts incident-specific inspections on-sites as requested.
- Investigates accidents (Vehicular/Worker's Comp, etc) upon request and make recommendations for reducing or eliminating hazardous conditions or workplace practices.
- Serves as a member of the District's emergency response team and help coordinate updating of the emergency procedures guide.
- Attends nurses meetings and act as liaison with nurses regarding pertinent issues within the District.
- Facilitates on-site PEOSH inspections.
- Facilitates on-site insurance company inspections.
- Reviews and approves departmental safety plans as requested.
- Develops and updates all OSHA-required programs, e.g. PPE program, HazCom, Bloodborne Pathogens, and all other safety-related training.
- Develops and maintains a District-wide safety manual.

- Oversees incident follow-up regarding Bloodborne Pathogens exposures.
- Orders Hepatitis B vaccine annually or facilitate the employee immunization program, as required.
- Serves on special safety and security committees (i.e. Check-in system committee) as assigned.
- Keeps abreast of information regarding pandemic Flu, using Tulsa Health Department as primary source of CDC information, and attend training on the subject. Serves as a committee member in developing and implementing the Pandemic Flu preparedness plan.
- Provides safety information and input to individual sites upon request (i.e. updated Fire Escape planning and maps for UHS).
- Responds to questions from sites regarding chemical safety and other safety-related issues.
- Supervises the equivalent of two or more full-time employees.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by supervisor.

AED Units:

- Coordinates/facilitates/reviews AED procedures annually.
- Coordinates ongoing certification and recertification training in AED/CPR.
- Oversees routine maintenance checks on AED's at each site.
- Provides guidelines for nurses/others regarding maintenance of AED's.
- Personal visual inspection of all AED's (30 units) twice annually.
- Facilitates maintenance of AED usage records.
- Reports AED usage to the designated medical director.
- Orders supplies, pads, charge-paks, etc as needed.
- Updates software on each AED unit as required by manufacturer and/or American Heart Association.

Sharps Container:

- Coordinates the purchase and disposal of medical waste containers (sharps containers and mercury thermometers annually).
- Communicates with nurses to determine usage levels.
- Maintains supply of replacement sharps containers to be readily available.

Security Functions:

- Works collaboratively with Director of Security on safety and security.

SUPERVISORY RESPONSIBILITIES: Supervisory duties may be assigned the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Safety related field preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license and possess insurability.

LANGUAGE SKILLS: Ability to communicate effectively. Ability to read and follow instructions. Ability to write routine reports and correspondence. Ability to speak effectively before large groups of employees or organizations. Computer literacy.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Knowledge and ability to read technical diagrams and blue prints desired. Ability to apply concepts of basic algebra and geometry. Familiarity with energy management theories and concepts desired.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to work well with both supervisors and other members of the team. Ability to coordinate multiple tasks simultaneously. Ability to functionally coordinate service provisions between schools and emergency service providers. Ability to assume responsibility, display initiative, and exercise good judgment. Ability to work daily for periods of up to 8 hours or longer as required by situation. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 frequently required to stand, walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit required to climb stairs, ladders, fire escapes, etc. for inspections. The employee frequently must squat, stoop or kneel, reach above the head, reach forward and may occasionally be required to lift up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the 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.*

The typical noise level in the work environment is usually consistent with that of an office environment.