

Title: Health and Safety Officer	Effective Date: June 24, 2017	Grade: XII	Job Category: Professional
Prior Title: Safety Inspection Officer	Prior Effective Date: March 6, 2017	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the development, promotion, and implementation of the Department’s workplace safety program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Maintain knowledge of current OSHA, FHWA, MUTCD and state fire marshal safety regulations and conduct inspections to ensure compliance.
- Conduct work-site inspections of facilities, operations, and work activities.
- Develop training presentations and instruct personnel in safety and risk management procedures.
- Instruct personnel in emergency preparedness and response procedures.
- Coordinate and attend weekly and monthly safety meetings.
- Investigate employee accidents, prepare reports and maintain records.
- Identify injury types and accident causes and recommend preventative action.
- Prepare a job safety analysis.
- Evaluate Personal Protective Equipment (PPE) and ensure proper use and maintenance.
- Oversee drug and alcohol testing of employees.
- Educate supervisors and employees about the Drug and Alcohol Testing policy and procedures.
- Provide up-to-date safety information for bulletin boards and employees.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university in related field, OR the educational equivalent to a diploma from an accredited high school plus four years of safety-related experience. Verbal and written communication skills. Ability to utilize basic computer skills, including a working knowledge of Microsoft Word, Excel, Power Point, and Outlook. Thorough knowledge of the Department’s Drug and Alcohol Testing policy and procedures. Ability to interpret, apply and clearly explain the policies and procedures contained in the MUTCD and Safety Manual. Constant statewide travel including overnight travel as needed.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

