

SAFETY COMPLIANCE COORDINATOR
(Bargaining Unit Position)
(Range 28)

DEFINITION

Under the direction of the Director of Facilities Services, Planning and Capital Projects, serve as the Safety Compliance Coordinator to perform a variety of routine to moderately complex activities of planning, coordination, implementation and reporting requirements of the district's safety programs.

DISTINGUISHING CHARACTERISTICS

The Safety Compliance Coordinator class is distinguished from other positions in that incumbents in this class perform a wide variety of activities and field work which requires the ability to work independently and use sound judgment. Incumbents may train and oversee in a lead capacity to assistants or student workers.

The Safety Compliance Coordinator position, under the Direction of the Director of Facilities Services, Planning and Capital Projects, develops, implements, and manages the campus occupational safety and health program; conducts safety inspections and training; serves as a consultant to departments on safety issues; and performs related duties as required.

The position requires the employee be comfortable working in the field conducting safety inspections, ascending/descending ladders, working at heights, working in dusty/dirty conditions, and where chemicals may be present. The information gathered from the field then needs to be compiled, analyzed and communicated to faculty, staff and interested third-parties.

Incumbents in this position support student learning outcomes and institutional effectiveness by promoting campus-wide safety. Creating a culture of safety provides an effective learning and work environment for students, faculty and staff. This position supports administrative learning outcomes by providing a safe work environment, with timely & effective employee training and ensuring safety & environmental compliance to federal, state, and local safety mandates.

ESSENTIAL FUNCTIONS

- Coordinate, plan, and implement the actions and recommendations of the Cuesta College Safety & Environmental Committee; provide technical assistance and advice to the Committee. Present various financial and progress reports at each meeting.
- Prepare regularly scheduled reports; maintain proper documentation to conform with record-keeping requirements of California/OSHA (Occupational Safety and Health Administration), the Premium Rebate Program and funding through grants and insurance premium rebates through the Districts insurance program for employees.
- Conduct bi-annual and as-needed safety inspections of all departments, District wide, including the inspection of facilities, worksites, equipment, work practices, and safety devices to ensure compliance with required workplace safety standards, regulations, and campus policy; report findings to departments and recommend corrections to establish safe work conditions; may compel cessation of work in order to address potential imminent hazards; monitor changes and/or make follow-up inspections.
- Update and maintain the MSDS (Material Safety Data Sheets) online database and the Hazardous Materials Business Plan.
- Implement, coordinate, conduct and record all campus safety incentive programs.
- Serve as a safety resource to all departments and assist departments in complying with campus safety standards; respond to employee and management safety concerns, provide consultation, guidance, and technical assistance on matters related to workplace safety including assisting in the development of department-specific safety manuals and forms, and advising of proper

recordkeeping requirements; assist departments in establishing standards and developing controls or work processes specific to departmental operations in order to minimize or eliminate hazards and maintain consistency with campus safety policy.

- Coordinate, monitor and/or conduct employee monthly safety training and maintain training records.
- Develop monthly safety newsletters and other documents as requested, such as meeting/training notices and informational flyers.
- Coordinate training to staff on a variety of safety topics;
- Provide training on safety practices and policies, accident prevention techniques, and accident reporting; coordinate record keeping of safety training.
- Coordinate with annual servicing and as-needed verifications of campus fire extinguishers.
- Maintain campus-wide First Aid kits, monitor supplies and order replenishments as necessary.
- Coordinate and/or conduct ergonomic workstation evaluations.
- Coordinate the AED (Automated External Defibrillator) program.
- Investigate accidents and/or incidents of injury or property damage at campus worksites to ascertain cause and need for corrective action; develop and implement measures and strategies to prevent their recurrence in order to meet long-range loss-reduction goals; advise departments as to the keeping of records and coordinate the compilation of information necessary for risk management files and reports.
- Meet regularly with Risk Management staff to ensure appropriate action is taken in compliance with County safety policies to correct potential hazardous conditions.
- Monitor California/OSHA (Occupational Safety and Health Administration) and other local, state and federal regulations, current legislation and nationally recognized environmental, health and safety standards to assure the district's compliance.
- Maintain and update the District's Chemical Hygiene Plan as needed.
- Revise, maintain and assist in publishing various safety programs, documents and manuals.
- May represent the Risk Management Division before community groups or official government bodies to discuss or present Cuesta College safety policies.
- Accompany outside vendors and inspectors during significant visits or delegate duties to departmental safety representatives; determine, plan, and implement necessary follow-up action to comply with laws; disseminate information to departments as appropriate.
- Conduct new hire safety orientations.
- Organize and oversee the day-to-day functions of assigned office;
- Train and oversee the work of clerical assistants and student workers;
- Meet and work with the public and college staff in routine or non-routine situations which require tact, discretion and courtesy;
- Provide information and interpretation of policies and procedures,
- Make reservations or appointments;
- Compile and report information from various internal and external sources;
- Review documents for accuracy, completeness and conformance to established procedures;
- Attend meetings and/or other events and activities; may represent supervisor and/or department at meetings and activities;
- Perform a wide variety of clerical work; under direction and independently compose letters, e-mail correspondence, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, meeting minutes, and other materials.
- Establish and maintain hard-copy and electronic data processing records;
- Maintain clerical records and compile reports as required;
- Perform other related duties as required.

Essential functions of particular positions within classifications may vary because job duties may vary by work location.

QUALIFICATIONS

Education:

Required

- Graduation from high school or equivalent;

Preferred

- Associate degree or equivalent;
- Related experience beyond the minimum may be substituted for education.

Experience:

Required

- Two years of general industry safety compliance experience;
- Five years of customer service or frequent public contact.

Or any equivalent combination of education and experience.

Knowledge of:

- Cal/OSHA and other local, state and federal regulations, current legislation and nationally recognized environmental, health and safety standards;
- General Safety documents, such as: Material Data Safety Sheets, Chemical Hygiene Plan, Injury and Illness Prevention Plan, Hazardous Materials Plan, etc.
- Current technologies, personal computer and associated office software such as word, processing, spreadsheet, presentation, and/or database software;
- Efficient record keeping;
- Modern office practices, procedures, and equipment;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- Methods of writing correspondence and reports;
- District organization, policies, and rules.

Ability to:

- Initiate and prioritize work as required;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence and/or e-mail;
- Sit or stand for extended periods of time;

- Work at a desk, conference table or in meetings of various configurations;
- Lift and/or carry 30 pounds; move and/or handle awkward objects, if necessary;
- Work indoors and outdoors in all types of weather;
- Bend, crawl, stoop and/or climb to conduct inspections and investigations;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

Licenses and Certificates:

Required

- Cal/OSHA Standards for the General Industry Certificate or the ability to complete within 24 months of employment;
- Minimum 50 wpm Keyboarding/Typing certificate (current within the last year):
- Valid California Driver's License

Other Requirements:

- Must be able to travel out of the area for meetings, training or other purposes as needed.

CCCUE Approval: 10/14/2012
Board of Trustees Approval: 11/07/2012