



Santa Clara County SCHOOLS' INSURANCE GROUP



JOB DESCRIPTION

Title:	Safety Trainer / Loss Control Analyst	Supervisor:	Executive Director
Location:	Santa Clara County	Travel Required:	Frequent Day Trips, Occasionally Overnight, Mostly Within California
Level / Salary Range:	\$ 53,745 - \$70,658	Position Type:	Full-Time Exempt

The Position:

Under general supervision of the Executive Director, the Safety Trainer/Loss Control Analyst will assist with professional safety programs and training by assisting in developing, implanting and facilitating with our school district members' safety programs.

Essential Duties:

Employee Safety:

- Assist with safety directives and district compliance with regard to mandated federal and state safety regulations as well as CA Department of Education Code, and assisting district development of policies and procedures responding to such laws, guidelines and regulations.
- Conduct with Loss Control Managers, worker training in safety areas, such as but not limited to: required federal and state mandatory trainings and coordinate worker safety programs to determine adequacy.
- Participate with Loss Control Managers or vendors in performing safety audits and inspect facilities to ensure safety regulation compliance.
- Identify safety hazards or equipment and correct potential hazards.
- Investigate job hazards and develop job hazard assessments, investigate accidents, near-miss incidents and occupational injuries to determine causes, install preventive measures and assist appropriate department with return-to-work programs.
- Provide technical advice, coaching, guidance and mentoring to workers of safety initiatives and institute any changes required.
- Work within districts' policies and Human Resource manuals to facilitate a safe and healthy work environment with district members.
- Communicate to districts any changes in safety regulations and effective dates.
- Communicate effectively with others within SIG, including reports for Board meetings, Focus Districts, etc.
- Monitor legislation affecting school districts and loss control programs.
- Perform other duties as assigned.
- Coordinates meetings with selected member districts in the Focus District Program and updates all Loss Control Plans.

Ergonomic Evaluations

- Conducts Office Ergonomic evaluations and reports. Participates in local ergonomic committees;
- Provides resources for purchasing of equipment to include quotes and preferred vendor contacts;
- Places orders with vendors if necessary and maintains the ergonomics log for his/her own evaluations;

Property and Liability

- Assists the Loss Control Manager by obtaining necessary documentation from school district members and third parties regarding property and liability claims. Prepares necessary information as requested;
- Assist in the coordination of the carrier's required triannual Safety Audits and Safety Assessments with all P&L members;
- Assist in coordination of Property Appraisals;
- Assists in monitoring the P&L safety program;
- Orders certificates of insurance for member districts;
- Provides assistance and follow up on contract reviews requested by members;
- Assists members with ancillary programs such as ASCIP B, eRisk, Ecerts Online, TULIP, SPARTA, WeTip, UST, MSDS Online, and SAMBA.

Knowledge and Abilities:

- Familiarity with modern office equipment, PC operating systems, practices & procedures;
- Oral and written communication skills including correct and accurate use of English grammar, punctuation, spelling, and sentence structure;
- Knowledge of prevention, loss control, risk management, and applicable laws, codes, rules, and regulations related to health and safety in the school workplace;
- Possess the ability to adhere to the regulations, rules, applicable laws and statutes pertaining to risk management and safety;
- Principles of training methods and techniques;
- Compile and maintain accurate and complete records and reports;
- Must be able to stand, sit, squat, bend, kneel and twist on an occasional basis. Must be able to lift up to 25 pounds on an occasional basis. Must be able to use a keyboard and view data on a screen on a daily basis;
- Must have a valid California State Driver's License with excellent driving record.

Essential Functions:

- Establish and maintain effective working relationships with those contacted in performance of assigned duties.

Skills & Qualifications:

To perform this successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and abilities requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years of increasingly responsible experience in school safety, performing evaluations, assessments/inspections preferably in a JPA/school district environment.

Education

Equivalent to a Bachelor's Degree including or supplemented by specialized risk management experience.

Executive Director Approval:		Date:	
Updated:	1/24/2018	Date:	