

Sacramento Public Library

JOB DESCRIPTION

Service Philosophy: Customers are the library's first priority. Staff: **understand** service through the lens of the customer; **deliver** service with respect; **make** decisions that support successful customer interactions. Customers: enjoy a seamless and successful library experience as defined by their own expectations; choose their own method of interaction – staff assisted, self-directed or virtual.

Safety Coordinator

Grade: 8

FLSA Status: Non-Exempt

Designation: Represented

Department: Facilities

Date: 05/2009

Job Summary: Responsible for the safety of staff, customers and facilities; develops and implements safety training, programs and initiatives throughout the Library system; provides ongoing safety and disaster preparedness training to staff; and performs other duties as assigned.

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Identifies safety training needs and develops safety programs throughout the Library;
2. Develops, maintains and provides training on a fully OSHA compliant Injury and Illness Prevention Program (IIPP);
3. Provides hands-on training on safe use of hand and power tools, forklifts, confined space entry, ergonomics, fall protection, blood borne pathogens, hazardous spill confinement, and other training that may be required;
4. Provides ongoing workstation ergonomic assessment and training to staff;
5. Responds to safety emergencies and conducts accident investigations;
6. Evaluates and analyzes trends, barriers to performance of safe work and root causes of accidents; develops action plans to control or eliminate hazards in the workplace including engineering and/or administrative controls;
7. Maintains thorough documentation of all incidents for internal and for OSHA reporting;
8. Plans, develops, writes and conducts safety training presentations and safety programs; researches and implements web-based training and record-keeping systems;
9. Conducts OSHA compliance audits and inspections of all library work locations; develops audit protocols, schedules, and produces audit reports; establishes annual audit schedules;
10. Regularly visits branch locations and other business units to monitor and/or observe employee safety performance; immediately and decisively corrects safety

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- deficiencies that may lead to injury or illness to staff and/or the general public;
11. Conducts workplace audits and inspections to identify and alleviate environmental factors and stresses affecting the health and safety of employees;
 12. Develops disaster response scenarios for each location and conducts disaster response training exercises;
 13. Develops and implements pandemic preparation plans, including evacuation and shelter in place preparations for all branches;
 14. Recommends equipment, procedures, assignments or other actions to alleviate identified problems or concerns;
 15. Develops, maintains and manages library programs, which prevent or minimize employee exposure to hazardous physical agents including, noise, heat, ergonomic stresses;
 16. Convenes and chairs regular system-wide safety committee meetings.
 17. Develops and implements business continuity plans for disaster recovery;
 18. Facilitates compliance with applicable provisions of federal, state and local regulatory requirements, particularly California Code of Regulations, Titles 8, 17 and 22; maintains currency in applicable regulations and inform, the Library, of changes which may impact library operations.
 19. Contracts with hazardous waste haulers for the disposal of hazardous materials, ensures that satellite accumulation locations are in compliance with regulations;
 20. Administers all MSDS records;
 21. Ensures that all safety equipment is maintained and regularly inspected, including first aid kits, emergency response equipment and extinguishers;
 22. Investigates worker's compensation claims and recommends corrective action, as appropriate;
 23. Liaisons with local law enforcement, fire department and other relevant agencies as well as neighborhood and community groups;
 24. Cultivates and maintains positive relationships with other staff and members of the public;
 25. Researches, compiles and analyzes data for special projects and various reports;
 26. Requires regular and punctual employee presence;
 27. Keeps current on safety trends by attending workshops and educational programs and reading periodicals and specialized literature; and recommends more efficient practices;
 28. Attends meetings and events; participates in various teams when needed; and
 29. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

The employee is expected to perform or possess the following:

Knowledge of:

1. Thorough knowledge of Sacramento Public Library's policies and procedures;
2. Thorough knowledge of security and safety policies, procedures and programs;
3. Effective investigative methods;
4. Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software;

Ability to:

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1. Act as a representative of Sacramento Public Library to the public;
2. Lead through collaboration, team building, consultation, mentoring, coaching and model this leadership style for others;
3. Effectively train others on safety policy and practices;
4. Establish, model and maintain a productive and effective working environment;
5. Demonstrate the ability to work as part of a team;

6. Establish priorities and organize workload effectively and efficiently, paying attention to detail while working under pressure;
7. Communicate effectively and courteously with other staff and members of the public;
8. Understand the customer's needs and deliver services by focusing on the customer;
9. Possess attention to detail and follow through on tasks effectively and efficiently;
10. Take initiative to ensure a positive and successful customer experience by contributing to finding solutions, regardless of assigned responsibility;
11. Respond to customers in a timely, accurate, courteous, respectful and friendly manner;
12. Maintain a calm atmosphere and effectively handle emergency situations which may occur;
13. Maintain the confidential nature of sensitive information; and
14. Keep relevant parties informed of all major issues and recommend changes as appropriate

Skill in:

1. Excellent written and oral communication skills.
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Education and Experience:

1. Bachelor's degree in Occupational Medicine, Occupational Health and Safety, Health Science or related field; and
 2. Two years relevant experience;
 3. Certification(s) from the National Association of Safety Professionals (NASP) such as Certified Safety Administrator, or Certified Environmental Health and Safety Management Specialist are highly desirable;
 4. Or equivalent training, education, and/or experience.
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Physical and Environmental Conditions:

Work usually occurs indoors, with acceptable lighting, temperature and air conditions. Spends 50% of the time standing, walking, or climbing stairs. Work may involve occasional moving/lifting of items of up to 40 pounds.

Work environment also involves everyday risks or discomforts which require normal safety precautions typical of such places as libraries, offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips

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and falls and observance of fire and building safety regulations and traffic signals when driving. May encounter aggressive human behavior. May require the need to occasionally work irregular hours.

A valid Class C California Drivers license will be required at the time of appointment and as a condition for continued employment. A satisfactory DMV check and alcohol/drug screen will be required prior to appointment to the position.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.
