

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Director of OSHA Safety

**FLSA:** Exempt

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### GENERAL SUMMARY

Under general supervision, assists in ensuring the district's Vision, **Mission, and Goals** are achieved and develops, administers, and manages the District's Safety OSHA program. Reports to the Chief Financial Officer.

### ESSENTIAL FUNCTIONS

Manages all safety issues that may expose the District to litigation or insurance claims, including but not limited to identifying, evaluating, controlling, and minimizing the exposure to loss or damage and Workers' Compensation claims;

Plans and coordinates functions and activities of the District-wide safety plan, and provides 24/7 on-call response/assistance;

Oversees all aspects of OSHA and assists with ADA compliance;

Responds to and resolves difficult and sensitive employee, parent, and citizen safety complaints or concerns;

Coordinates the District's employee safety program;

Participates in inspections and reviews of the District's operations and facilities for risk management provisions and recommends appropriate corrective actions;

Ensures District complies with laws relating to safety, industrial health, environmental protection, hazard control, and loss prevention programs;

Maintains OSHA files for all sites in the District and posts all annual summaries at each site;

Coordinates the preparation and analysis of all Workers' Compensation claims and OSHA reports for the purpose of ensuring the timely and accurate presentation of facts;

Reviews, analyzes, and evaluates school and District safety plans and offers recommendations for improvement;

Assists in implementing in-service training programs on health and safety (e.g. hazards, disaster preparedness, OSHA's Hazardous Communication Standard, Employee Right-to-Know, etc.) for the purpose of reducing incidents of accidents and meeting state and federal guidelines;

Participates in the District Safety Committee;

Provides support and direction and assumes the leadership role in reducing employee injuries;

Ensures District compliance with OSHA regulations;

*Approved 10/23/23*

Investigates and analyzes accidents involving District employees injured while using District equipment or facilities;

Manages the process and activities of the District's safety programs, training, Workers' Compensation claims management, and participates in crisis response;

Conducts annual Workers' Compensation Sites Assessment inspections of all District-owned sites and facilities;

Establishes records and procedures for reporting and handling claims;

Determines coverage, responsibility, and compensation, and determines the existence of subrogation rights or safety issues for each claim;

Plans and coordinates various liability and Workers' Compensation insurance policies;

Identifies, evaluates, controls, and minimizes the District's exposure to injury of workers and workplace safety issues;

Coordinates Workers' Compensation claims investigations; investigates and resolves issues on claims;

Manages return-to-work and light duty programs and reimbursements, and reviews recommendations of vocational rehabilitation of employees;

Ensures District compliance with laws related to safety, hazard control, and loss prevention programs;

Resolves Workers' Compensation claims; works closely with insurance claims management team and attorney; attends and provides information for Workers' Compensation appeals when scheduled;

Responds to and investigates staff-related safety issues and implements plans and programs to minimize future incidents;

Oversees ongoing safety training programs for personnel, may assist with safety training for parents and volunteers by arranging for or conducting training;

Develops, maintains, and monitors the implementation of all federal, state, and local compliance programs; (Examples include: Injury and Illness Prevention Program, Hazard Communication Program, Bloodborne Pathogens Exposure Control Program;

Coordinates all aspects of OSHA matters for compliance with federal and state laws;

Conducts investigations into inquiries regarding OSHA compliance status at District-owned sites;

Investigates accidents, incidents, suspicious acts related to OSHA safety, allegations of violation of Board Policies, Administrative Rules, and/or illegal activities of staff;

Recommends changes and updates to the emergency/crisis response plans to provide efficient utilization of District financial resources and ensure the safety of students, staff, and patrons;

Composes a variety of materials (e.g. reports, correspondence, procedures, manuals, bid packets, etc.) to document activities, providing written reference and/or conveying information;

Monitors assigned District activities and/or program components (e.g., fund balances & related financial activity; insurance billing, etc.) to coordinate activities and ensure compliance with established financial, legal, and/or administrative requirements; and performs other duties as assigned.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Bachelor's degree from an accredited college or university in Public Relations, Business Administration, or other related field; Master's preferred. Five years of increasingly responsible professional experience in risk management, liability insurance (working in an insurance or legal office dealing with claims), Workers' Compensation, and a background in litigation are required. Experience supervising staff required.

Experience with data research, collection, and analysis techniques, as well as the preparation of written and oral reports, is preferred. Or any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved, as approved by the Department of Human Resources, supplemented by coursework, training, or workshops in safety engineering, employee benefits, risk management, or related fields.

### **Knowledge:**

Job requires knowledge and skills related to the following: statistics, data collection, analysis and data presentation; federal and state laws, regulations and accreditation standards; skills and abilities related to OSHA, safety and overall risk management; the ability to lead and organize staff activities; communication in verbal and written form; ability to relate to employees and the general public; the ability to function in high-pressure situations; and the ability to make flexible, mature judgements based on evidence and circumstances.

### **Working Conditions:**

Physical demands are restricted to general office activities that require movement and lifting items weighing up to 35 pounds. Routine local travel required; occasional overnight or out-of-state travel required. Duties of the job require frequent use of a computer monitor and related equipment. Berkeley County School District is a smoke-free district.

### **Responsibility:**

Responsible for managing the District's safety/OSHA program.

## **DISCLAIMER STATEMENT**

This job description is not intended to be a comprehensive list of job duties. The incumbent is responsible for performing other related duties as assigned or required.

### **SIGNATURE:**

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Date: 

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