

Oklahoma Department of Corrections
Unclassified Job Descriptor

SAFETY COORDINATOR

Basic Purpose:

Positions in this job are responsible for coordinating of the department's safety program and providing related consultative services; providing guidance to the department's facility/unit safety personnel, and developing and conducting safety training programs.

Typical Functions:

- Conducts and maintains occupational health and safety programs for the prevention of industrial, motor vehicle and/or workplace accidents within the department; inspects department facilities and works in progress to determine where hazards exist; makes onsite corrections of safety violations and hazardous conditions; determines action to be taken; and prepares reports of findings and action taken.
- Provides advice and guidance to facility personnel regarding inspection procedures and statutory regulations; makes related referrals and recommendations as indicated; reviews policy and procedure and makes recommendations for updates related to safety operations.
- Operates safety related equipment and measuring devices, such as receptacle tension testers, voltage detectors, ground fault circuit interrupter testers, electrical continuity testers, air velocity meters, pressure gauges and other equipment and machinery needed to detect safety hazards.
- Attends safety conferences and recommends changes in agency safety programs to lower accident frequency or severity; recommends acquisition of new equipment to minimize occupational hazards.

Knowledge, Skills, and Abilities:

Knowledge of occupational health and safety standards, procedures, principles and practices; of safety devices and protective equipment; of federal and state laws and department regulations and policies governing agency safety operations; of safety consultation methods and analysis techniques and procedures; of report writing. Ability is required to establish and maintain effective working relationships; to communicate effectively both orally and in writing; to review and analyze technical safety related information; to detect hazards and recommend corrective action; to analyze situations and formulate effective courses of action.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in civil, industrial, electrical, mechanical or safety engineering, industrial management, industrial hygiene or closely related field; and four (4) years of professional experience in the related fields.

Preferred Qualifications: Master's degree in civil, industrial, electrical, mechanical or safety engineering, industrial management, industrial hygiene or closely related field and experience equal to or greater than that listed above.