

SAFETY/LOSS CONTROL SPECIALIST 1**Nature of Work**

Under general supervision, conducts loss analysis and research prior to conducting on-site occupational safety and loss prevention surveys of work sites to assess the employer's safety efforts and to detect occupational safety hazards to employees, preparing and submitting reports of findings to management, makes recommendations to management to correct workplace hazards and safety program needs. Recognizes conditions or exposures which need an industrial hygiene evaluation. Participates in management training programs. Researches literature, laws, standards and technical developments in the field of workplace safety. Provides underwriting with risk assessments in support of underwriting determinations. Performs related work as required.

Distinguishing Characteristics

Positions in this class will generally perform all of the work, under supervision, for progressively larger and more complex employers. This position will provide client management training under the direct supervision of a Safety/Loss Control Supervisor.

Examples of Work**Customer Service**

Consults with employers to improve the occupational safety programs and performance leading to a safer and healthier workplace.

Maintains a positive working relationship with employers and employees.

Teamwork

Provides underwriters with information concerning the level of safety of employers; participates in training to improve safety, consulting, business, and communication skills

Participates in training programs directed at improving knowledge of workers' compensation laws, rating plans, principles of insurance.

Technical Knowledge

Evaluates employer safety programs and work sites for hazardous conditions, able to do problem solving through research and evaluation, able to conduct simple Industrial Hygiene testing with sound level meters and simple pumps using detector tubes, is conversant with pertinent federal regulations (OSHA and MSHA, etc.)

SAFETY/LOSS CONTROL SPECIALIST 1 (Cont'd)**Examples of Work (Cont'd)****Analytical/Problem Solving**

Researches literature, standards, laws, and rules to provide employers with effective solutions.

Develops cost effective methods to correct hazardous conditions.

Analyzes loss information to determine accident trends and provide employers with effective solutions.

Account Management

For new accounts, provides underwriting with accurate and timely reports on the hazards and the effectiveness of controls and the willingness of the employer to comply with recommendations to control hazards.

Keeps underwriting apprised of any changes in hazards or exposures through copies of reports to employers and special reports to underwriting.

Communications

Responds to requests from employers, underwriters, and other agencies in a timely fashion regarding safety issues.

Reports are accurate and timely.

Influencing/Negotiation

Communicates ideas and issues with management and to reach a successful agreement through innovation, creativity, and compromise.

Leadership

Assists provides leadership and motivation of the support staff to achieve loss control goals and objectives.

Knowledge, Skills, and Abilities

Knowledge of the various core elements within the occupational safety and industrial hygiene process.

Knowledge of effective safety program management.

Knowledge of risk management as it relates to safety and industrial hygiene as an overall function of business in planning, leading, and directing its operations.

Knowledge of safety rules, regulations, and standards.

Knowledge of workers' compensation laws, policies and rules, understanding of the principles of insurance and risk management.

Knowledge of the basics of guaranteed cost, deductibles, retrospective rating plans and the impact of accident prevention on each plan.

Knowledge of the rating systems, methods of calculating experience modification factors and the elements of each formula.

Knowledge of the U. S. Department of Labor Bureau of Labor Statistics loss information, formulas and principles of calculating incidence rates for employers.

SAFETY/LOSS CONTROL SPECIALIST 1 (Cont'd)**Knowledge, Skills, and Abilities (Cont'd)**

Knowledge of basic business financial principles to analyze cost effectiveness and return on investment of recommended solutions to hazards and exposures.

Skills to conduct workplace safety inspections and assess situations quickly.

Ability to make sound judgments and work independently; and to establish and maintain effective working relationships with other employers, policyholders, regulatory agencies, and labor communities.

Ability to operate a personal computer and to use spreadsheet, presentation, database manager, and word processing software.

Ability to analyze basic claims data to determine accident trends and to develop programs to respond to adverse trends.

Ability to compile, analyze, and report on findings.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Bachelors degree from an accredited four-year college or university. Preference may be shown to applicants with a degree in safety, industrial hygiene, or engineering.

Substitution: Experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Two years of full-time or equivalent part-time paid occupational safety management or occupational safety management consulting experience in industry or insurance. This experience must be related to occupational safety or loss control prevention and can include industrial hygiene.

Substitution: Master's degree in Safety or Industrial Hygiene from an accredited four-year college or university may be substituted for the experience requirement. Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Certification as an Associate in Risk Management (ARM), Associated Safety Professional (ASP), or an Associate in Loss Control Management (ALCM) may be substituted for one year of the experience.

Special Requirement: A valid West Virginia drivers' license is required.

Established: 6/19/97

Revised: 8/17/98, 3/15/02

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