

**SAFETY/LOSS CONTROL SPECIALIST 2****Nature of Work**

Under general supervision, conducts occupational safety and loss prevention surveys and analysis of industrial hygiene and health exposures, provides recommendations for correction of industrial hygiene exposures; develops and delivers training on industrial health and hygiene exposures; conducts industrial hygiene sampling; serves as a resource to loss control staff in industrial hygiene matters; selects certified laboratories for sample analysis and reviews analysis protocols for accuracy and quality. May be required to provide general loss control services to employers as workloads permit. Performs related work as required.

**Distinguishing Characteristics**

This position works independently with employers concerning occupational safety and loss control. Positions in this class will generally perform all levels of field industrial hygiene work with minimal supervision. Assists the Loss Control Manager in training of loss control staff in basic industrial hygiene sampling techniques. Oversees all industrial hygiene testing conducted by field staff. Acts as a technical resource to loss control, underwriting, claims, and employers.

**Examples of Work****Customer Service**

Consults with employees on matters relating to industrial hygiene and health, including industrial hygiene sampling. Maintains a positive working relationship with employers and employees. Communicates effectively with employer's senior management.

Develops and conducts industrial hygiene training programs.

**Teamwork**

Provides underwriters with information concerning an employer's industrial hygiene exposures.

Provides technical support and advice to claims teams on industrial hygiene issues.

Participates in training to improve safety, industrial hygiene, consulting, business, and communication skills.

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

Guides and trains new representatives, reviews reports and letters containing industrial hygiene information, prepared by new representatives prior to release.

**SAFETY/LOSS CONTROL SPECIALIST 2 - (Cont'd)****Examples of Work - (Cont'd)**

Guides and directs support staff in research projects, loss analysis, special projects related to industrial hygiene issues.

**Technical Knowledge**

Evaluates employer industrial hygiene exposures, able to do problems solving through research and evaluation, able to conduct Industrial Hygiene testing for complex industrial hygiene exposures, maintains currency with testing and analytical techniques, is conversant with pertinent federal regulations (OSHA and MISHA, etc.).

**Analytical/Problem Solving**

Researches literature, standards, laws, and rules to provide employers with solutions to industrial hygiene related problems. Develops cost effective methods to correct hazardous conditions. Analyzes loss information to determine accident trends and provide employers with effective solutions.

**Leadership**

Leads and motivates professional and support staff.

**Account Management**

Usually works in conjunction with loss control representatives regarding industrial hygiene exposures. May be required to conduct underwriting surveys of employers who have or may have significant industrial hygiene exposures.

**Communications**

Responds to requests from employers, underwriters, and other agencies in a timely fashion regarding industrial hygiene and health issues. Reports are accurate and timely. Develops and delivers presentations to new and existing employers.

**Influencing/Negotiation**

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

**Knowledge, Skills and Abilities**

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

Knowledge of industrial hygiene sampling and analysis techniques and protocols.

Knowledge of occupational health issues.

Knowledge of effective safety and health program management.

**SAFETY/LOSS CONTROL SPECIALIST 2 - (Cont'd)****Knowledge, Skills and Abilities - (Cont'd)**

- 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 occupational safety and industrial hygiene 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 system, 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 the principles of calculating incidence rates for employers.
- Knowledge of basic business financial principles to analyze cost effectiveness and return on investment of recommended solutions to hazards and exposures.
- Knowledge of the principles of return to work programs and the financial, moral and business advantages of early return to work and modified duty programs.
- Ability to compile, analyze, and report on findings.
- Ability to make sound judgments and work independently.
- Ability to use common industrial hygiene sampling equipment.
- Ability to effectively compile, analyze and report on findings.
- Ability to maintain effective working relationships with other employees, policyholders, regulatory agencies, legislators, 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 speak before groups.
- Ability to communicate effectively, both orally and in writing.

## SAFETY/LOSS CONTROL SPECIALIST 2 - (Cont'd)

**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:** Four 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 two years of the experience requirement. Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Certification as an Associate in Risk Management (ARM), Associate Safety Professional (ASP), or 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.

## SAFETY AND LOSS CONTROL SPECIALIST 2 - (Cont'd)

## Areas of Assignment

**Health Care Safety and Health Professional**

Hospitals  
 In-Home Health Care  
 Nursing Homes  
 Extended Care Facilities  
 Medical Clinics

**Construction Safety and Health Professional**

Highway and Road Construction  
 Heavy Construction Background (Not Residential Construction)  
 Water and Slurry Impoundment and Dams Construction and  
 Maintenance

**Distribution/Retail Safety and Health Professional**

Experience in Retail Industry as it pertains to occupational  
 safety  
 Experience in Warehousing/distribution/Shipping as it pertains to  
 safety  
 General Merchandise trucking

**Coal Mine Safety and Health Professional**

Deep Mining  
 Surface Mining  
 Trucking or Shipping of Coal by Truck, Barges, Railroad  
 Coal Preparation and Processing Facilities

**General Safety and Health Professional (Generalist)**

Safety and Health Background in Manufacturing, Assembly,  
 Processing, etc.  
 Could have Insurance Background as it pertains to Safety and  
 Loss/Control/Prevention  
 Residential Construction Safety

**Safety and Health Professional (Chemical Industry)**

Good working knowledge and experience in all aspects of the  
 chemical industry processes, occupational safety, and  
 industrial hygiene.  
 Experience in oil and gas drilling, process and maintenance  
 safety procedures.

Established: 6/19/97  
 Revised: 8/17/98, 03/15/02  
 Effective: 03/15/02