

SAFETY/LOSS CONTROL SPECIALIST 3**Nature of Work**

Under limited 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 within industries 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 as a team leader in overseeing other specialists and associate staff, assists in the monitoring and training of the safety/loss control staff. Performs related work as required.

Distinguishing Characteristics

This position works independently with employers concerning occupational safety and loss control and performs as a team leader. Positions in this class will generally perform all levels of work, with minimal supervision, for larger and more complex employers. Assists with the team management, training of loss control staff and goal setting.

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.

Communicates effectively with employer's senior management.

Develops and conducts management safety training programs, may develop areas of specialization such as ergonomics, process safety hazard analysis, etc., with the approval of the Director, Safety and Loss Control Unit.

Develops a loss control service plan with goals and objectives for each assigned employer.

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.

SAFETY/LOSS CONTROL SPECIALIST 3 - (Cont'd)**Examples of Work - (Cont'd)**

- Guides and trains new representatives, reviews reports and letters prepared by new representatives prior to release.
- Guides and directs support staff in research projects, loss analysis and special projects.
- Technical Knowledge Evaluates employer safety programs and work sites for hazardous conditions, able to do problem solving through research and evaluation, able to conduct Industrial Hygiene testing with sound level meters and more complex testing equipment, is conversant with pertinent federal regulations (OSHA and MSHA, etc.).
- Able to develop and conduct management safety training programs including curriculum and audio visual materials.
- Analytical/Problem Solving Researches literature, standards, laws, and rules to provide employers with solutions to safety related problems.
- Develops cost effective methods to correct hazardous conditions.
- Analyzes loss information to determine accident trends and provides employers with effective solutions.
- Leadership Assists with the leadership and motivation of the professional and support staff.
- May provide primary supervision of personnel in field offices, including work assignment.
- 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.
- Reviews loss records of employers in region to determine allocation of service resources and directs resources to those employers with poor or deteriorating experience.
- 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.
- Develops and delivers presentations to new and existing employers.
- Influencing/Negotiation Communicates ideas and issues with management and to reach a successful agreement through innovation, creativity, and compromise.

SAFETY/LOSS CONTROL SPECIALIST 3 (Cont'd)**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 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 the 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.
- Skill to conduct workplace safety inspections and assess situations quickly.
- Ability to make sound judgments and work independently.
- 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 3 - (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: Five 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/LOSS CONTROL SPECIALIST 3 - (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
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