

SAFETY/LOSS CONTROL SUPERVISOR**Nature of Work**

Under administrative supervision, performs managerial, administrative and supervisory work directing the field services unit of the loss control unit of the Workers' Compensation Division. Assists in the strategic development and management of new and existing loss control services to employers. Plans, organizes, directs and reviews the work of the professional staff in providing loss control services to employers. Implements policies and procedures governing the conduct of loss control services. Oversees the administrative functions of the unit to include budgeting, personnel staffing, training, goal setting and reporting. May provide loss control services to employers during the initial development of the unit, as needed. Performs related work as required.

Distinguishing Characteristics

Directs the field services unit of the Loss Control Unit of the Workers' Compensation Division. Plans, organizes, directs and reviews the work of the professional staff in providing loss control services to employers.

Examples of Work**Leadership**

Plans and organizes the work of the field services unit; provides leadership and direction to staff and stakeholders; forecasts staffing and budgeting needs for the unit. Establishes goals and conducts performance reviews for the field unit, in conjunction with the Director, Safety and Loss Control Unit. Oversees the training of the unit. For new and current policyholders, conducts loss control services and underwriting evaluations. Reviews the performance of employers serviced by the unit for safety improvement. Monitors the performance of focus and target program employers and notifies the Director of any employer who does not show improvement in safety performance.

Technical Knowledge

Evaluates employer safety programs and worksites 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.)

SAFETY/LOSS CONTROL SUPERVISOR (Cont'd.)**Examples of Work (Cont'd.)****Teamwork**

Reviews service plans and guides professional staff.
Guides and directs support staff in research projects, loss analysis, special projects.
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.

Customer Service

Consults with employers to improve the safety programs and performance leading to a safer and healthier workplace.
Maintains a positive working relationship with employers and employees.
Develops and conducts management safety training programs.
Presents talks, workshops or seminars on safety and health to employers, trade associations, government agencies, or other public or private forums as requested.

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.

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 employers 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.

SAFETY/LOSS CONTROL SUPERVISOR (Cont 'd.)**Examples of Work (Cont 'd.)****Communications**

Attends or participates in meetings and seminars to communicate safety policies and procedures to Division executives, the Performance Council, public officials, and other stakeholders as necessary.

Responds to requests from employers, underwriters, and other agencies 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.

Knowledge, Skills and Abilities

Knowledge of the various core elements within the 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 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.

Knowledge of general personnel performance evaluation procedures and laws related to Equal Employment Opportunities, sexual harassment and affirmative action.

SAFETY/LOSS CONTROL SUPERVISOR (Cont'd.)**Knowledge, Skills and Abilities (Cont'd.)**

- Ability to lead and motivate professional and support staff.
- Ability to plan, organize and direct the work of a loss control field unit and resolve organizational issues.
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- 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.

Minimum Qualifications

- Training: Bachelors degree from an accredited four-year college or university. Preference may be shown for applicants with a degree in safety, science, industrial hygiene or engineering or other related area.
- Substitution: Experience as described below may be substituted for the required training on a year-for-year basis.
- Experience: Six years of full-time or equivalent part-time paid experience in industry or insurance related employment with management responsibility for occupational safety, loss control prevention and industrial hygiene, three years which must have been in direct supervision of professional personnel or in an administrative capacity.
- Substitution: Master's degree in Safety, Industrial Hygiene, Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) may be substituted for **two years of** the experience requirement. Associate in Risk Management (ARM), or 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.

Established: 06/19/97
 Revised: 02/19/02
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