

ELK GROVE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: LOSS CONTROL SPECIALIST**

**BASIC FUNCTION:**

Under general direction of the Risk Manager, identify exposures to loss, and evaluate, develop and implements loss control techniques in the areas of general and environmental liability, and occupational safety and health, for the purposes of ensuring a safe work and educational environment, and compliance with applicable laws, codes and regulations.

**ESSENTIAL FUNCTIONS:**

Develop, maintain, coordinate and evaluate the District's various loss control programs including Injury and Illness Prevention Program (IIPP), Asbestos Hazard Emergency Response Act (AHERA), Hazard Communication, Blood borne Pathogens, Ergonomic Standards, Indoor Air Quality (IAQ), science laboratory safety, and other related programs to protect employee and student safety and the District's legal liabilities.

Develop, organize and update written safety policies and procedures to ensure a safe work and learning environment; review policies and procedures with appropriate management staff to obtain supervisory and administrative approval, support and participation.

Conduct and arrange worksite job process evaluations and audits, and workstation ergonomic evaluations; make recommendations for administrative and engineering controls to minimize musculoskeletal injuries and maintain operational continuity.

Determine training needs through a variety of resources, such as the analysis of loss data, accident and investigation reports, surveys, statutory requirements and other industry resources to identify exposures, causes of loss, and preventative measures.

Coordinate liability and safety training programs with other District training programs and services to maximize training opportunities including but not limited to Science Safety, First Aid/CPR/AED, and Crisis Prevention Intervention (CPI).

Assist school sites and District departments in implementing their Workplace IPPs, and conducts or arranges workplace training as-needed to promote and reinforce safe work practices.

Maintain and track loss control records in electronic or hardcopy format to ensure consistent application of the loss control program, prepare reports, and analyze the program's effectiveness.

Assist in determining the goals and objectives of the District's loss control program; conducts quantitative and qualitative results measurements, analysis, and makes recommendations to evaluate and increase the program's effectiveness.

Maintain current knowledge of federal, state, and local laws, codes and regulations, relevant case laws, administrative judicial rulings and industry trends; assesses their applicability to District operations, makes recommendations, and develops and maintains compliance measures.

Assist in representing the District with regulatory agencies; conducts research and investigations, and prepares standard and demand reports for retention and submission.

Conduct inspections of facilities and equipment, and investigates accidents, complaints and requests for evaluations of safety conditions; develops and implements corrective and preventative measures to identify and correct unsafe conditions.

Assist in the review and evaluation of contracts, relative to the transfer of loss control to protect legal liabilities.

Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.

Attend a variety of meetings and conferences as assigned

Perform related duties as assigned.

**DEMONSTRATE KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Federal, state and local laws, codes and regulations, case law and administrative rulings regarding occupational safety and health, hazardous materials, environmental protection, and related areas.

Principles and practices of planning, developing, and providing instruction and training.

Types and proper use of safety equipment including personal protective equipment.

Tests, measurements and techniques used in inspection, investigation, and exposure identification and assessment.

Principles and practices of public speaking and presentation.

Techniques of ergonomic analysis and training.

Principles and practices of public administration and Risk Management.

Loss control techniques, and methodologies in developing and evaluating them.

Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Principals and practices of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

**ABILITY TO:**

Research, interpret and effectively apply laws, standards and regulations.

Conduct physical inspections of District facilities and properties, work areas and workstations.

Document and report a variety of technical and analytical data involved in the risk management programs of the district.

Interpret and analyze technical and complex data and information.

Prepare detailed reports.

Understand and work within the scope of authority.

Conduct investigations of industrial accidents, determine causes and recommend or initiate corrective and preventative actions.

Communicate effectively with individuals and groups from various backgrounds and abilities, using a variety of communications media.

Identify unsafe and hazardous conditions, and take or recommend appropriate corrective action.  
Establish and maintain effective cooperative relationships with those contacted during the course of work.  
Exercise initiative and sound independent judgment considering established guidelines, policies and procedures.  
Compose clear and concise correspondence, reports, policies and procedures.  
Develop and maintain organized and detailed records.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain confidentiality \of sensitive and privileged information.  
Complete work with many interruptions.  
Maintain consistent, punctual and regular attendance.  
Bend at the waist, kneel or crouch.  
Move about to various locations throughout the District.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree with major coursework in occupational safety and health, hazardous materials management, industrial hygiene, or a related field and two (2) years increasingly responsible experience in loss control, occupational safety and health training, hazardous materials management, industrial hygiene, or related field

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Ability to obtain within one (1) year of employment, possession of a valid Certified Playground Safety Inspector (CPSI) professional certificate.  
Ability to obtain within one (1) year of employment, possession of a valid First Aid/CPR/AED instructor certificate from the American Red Cross.  
Ability to obtain within one (1) year of employment, possession of a valid Nonviolent Crisis Prevention Intervention (CPI) instructor certificate or similar.

**WORKING CONDITIONS:**

Office and Indoor / outdoor environment.  
Driving a vehicle to conduct work.