

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1399

TITLE: SAFETY ANALYST

GRADE: S-24

DEFINITION:

Under general supervision of the Safety Manager, monitors, inspects, and analyzes County work areas, work procedures, equipment and materials to ensure compliance with various federal, State and local occupational safety and health laws, regulations, codes, and standards; provides advice and training to employees to prevent personal injuries and vehicle accidents; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class report to the Safety Manager.

ILLUSTRATIVE DUTIES:

Ensures compliance with federal, State and local laws, regulations, codes and standards, e.g., Virginia Occupational Safety and Health (VOSH), American National Standards Institute (ANSI) and National Fire Protection Association (NFPA) laws, in the areas of fire prevention and protection, occupational safety, food service management, emergency first aid, pesticide spraying, and fuel dispensing operations, by conducting regular safety audits of County sites; Ensure compliance with the Virginia Hazard Communication Act by conducting periodic physical inventory of all hazardous substances and by maintaining the master reference set of data sheets for all hazardous substances used or stored at various County sites; Investigates accidents and injuries to determine the source of hazards and provides recommendations for corrective action; Investigates safety and health issues, concerns and complaints and provides feedback to citizens and/or employees; Coordinates the State mandated boiler and machinery inspection program; Conducts and coordinates safety, health, and loss control training programs for County personnel; Assists with the DMV annual review of employee driving records; Uses database software to update, compile and analyze safety, loss control and worker's compensation data; Assists in developing reports based on accident and injury statistics, identifying trends and patterns.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and techniques of employee safety and loss prevention and VOSH and other related regulatory standards and laws;
Knowledge of accident investigative and review techniques;
Ability to collect, analyze and interpret statistical data;
Ability to develop and conduct safety related training;
Ability to conduct safety and health audits and inspections;
Ability to prepare clear and concise written reports for management;
Ability to communicate effectively both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with major course work in industrial engineering, safety management, loss prevention or closely related field; PLUS
Two years of comprehensive safety programs experience.

CERTIFICATES AND LICENSES REQUIRED:

Valid Driver's License.

NECESSARY SPECIAL REQUIREMENTS:

A Commercial Driver's License is required for certain positions as identified to the Department of Human Resources.

REVISED:

November 15, 2007

ESTABLISHED:

November 18, 1996