3-02/050.20 - Department Safety Officer Responsibilities

The Risk Management Bureau’s Safety Management Unit shall serve as the Department's Safety Officer and in that capacity shall be responsible for the following:

- Recommending safety policies, procedures, rules, and standards to ensure safe working conditions and safe work practices;
- Serving as a source of information on safety policy/procedures and industrial injury/illness record keeping and reporting; providing functional supervision to unit timekeepers in the maintenance of Cal/OSHA injury/illness records and the preparation of certain Workers' Compensation claim reports;
- Reviewing accident reports to determine types of injuries/illnesses and their cause; may recommend remedial action to prevent recurrence of such accidents;
- Preparing periodic and special reports for management regarding injuries and illnesses; identifying trends or changes which call for attention and recommending corrective action where appropriate;
- Recommending means to eliminate or control hazardous physical conditions as well as dangerous work operations;
- Recommending safety training to other units within the Department; assisting in the development, coordination and documentation of such training programs as necessary;
- Upon request or on your own initiative, assisting Department units in the development of inspection schedules and documentation of such inspections;
- Reviewing CAL-OSHA citations received by the Department, monitoring abatement efforts, and overseeing responses to that agency;
- Acting as Department liaison with the Department of Human Resources; disseminating information relating to safety and health matters; collecting, reviewing, and transmitting information from Department unit s to those Department of Human Resources sections requesting or having a legitimate need for this information; ensuring Department compliance with County policies and procedures including those relating to injury/illness and vehicle accident reporting, and with pertinent local, state, and federal health and safety requirements; and
- Assisting Department management and supervisors in the promotion of safety awareness and education programs.