

Oklahoma Department of Corrections
Unclassified Job Descriptor

WORKPLACE SAFETY MANAGER

Basic Purpose:

Positions in this job are responsible for planning, directing and coordinating the activities of the Safety Administration Unit. This Unit has statewide responsibility for administering an agency safety program, workers compensation risk management and ensures compliance with state and federal health and safety regulatory requirements.

Typical Functions:

- Directs and supervises the planning, development and application of the agency's safety program to reduce and minimize occupational accidents. Establishes a safety incentive program as outlined in Oklahoma State Statute 57 O.S. 528.4. Develops standards, process and outcome measures. Identifies essential data to be collected and works closely with research units to develop accurate collection and record keeping systems.
- Develops and coordinates specialized training for the department staff to ensure public health and safety standards are communicated and enforced; establishes and maintains cooperative relationships with appropriate regulatory entities to maintain programmatic compliance ensuring, at a minimum, quarterly training in accordance with Oklahoma State Statute 40 O.S. 10-403, the Oklahoma Occupational Health and Safety Standards Act of 1970.
- Coordinates agency and contract facilities' inspections to ensure compliance with regulations and codes; reviews and evaluates appropriate corrective action plans to address deficiencies; serves as the department's liaison for health/safety related enforcement and works with outside state and federal regulatory agencies.
- Develops and reviews rules, regulations and operating procedures; implements long-term programs aimed at meeting regulatory requirements; interprets laws and rules related to health and safety programs and maintains working relationships with subject matter experts and agency stakeholders to develop future initiatives, strategies, and program emphasis.
- Provides supervision and coordination of work activities for the safety and inspection staff, and professional oversight for safety officers assigned at DOC facilities located throughout the state. Manages additional office staff and budgetary resources for the assigned area(s).

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Knowledge, Skills, and Abilities:

Knowledge of federal and state statutes and policies related to health regulations and safety; knowledge of evaluation methodology and best practice development with the ability to evaluate outcomes and take appropriate corrective action where needed. The ability to plan, direct, and coordinate the activities of others; to interpret, analyze, and resolve complex information; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and manage several projects simultaneously; and to analyze complex situations and adopt appropriate courses of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree with four (4) years of experience in workplace safety, environmental safety, and/or food safety; or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree with experience equal to or exceeding the above listed requirements.

Special Requirements: Job requires site visits, which include extensive travel and ability to visually inspect operations, functions and programs.