

SAFETY OFFICER**NATURE OF WORK IN THIS CLASS:**

This is technical work involved in the promotion and management of employee safety and other similar programs with the Government of Guam.

Employees in this class perform technical work in planning, promoting and assisting departments and agencies in establishing safety programs, procedures, techniques, rules and standards and related programs.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Coordinates with department and agency heads in organizing and establishing safety programs and in formulating rules and procedures.

Establishes and maintains an accident prevention program which will provide safe, healthful, and efficient environment for employees; prevent damage to property; and reduce costs resulting from preventable accidents.
Conducts safety surveys and inspections and provide guidance to supervisory personnel.

Conducts safety training program for employees and provides safety information and educational materials.

Investigates employee accidents and prepares reports of findings.

Prepares and maintains records, statistics and other reports relative to the safety program.

Observes physical conditions and operating practices and eliminates factors which are known or predicted to result in injury to persons or damage to property.

Responsible for promoting safety by encouraging and stimulating employees to adopt and abide by safety policies, plans, methods and procedures and for maintaining employee relations.

Serves as staff advisor to department or agency head on safety programs and serves as a safety representative.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of safety principles, methods, codes, procedures and techniques.

Ability to understand and recognize accident hazards in relationship to varied functions, work situations and activities.

Ability to develop and direct a comprehensive and well-oriented accident prevention program.

Ability to develop safety standards to meet specific work situation.

Ability to conduct investigations and provide conclusions from facts obtained as to the cause of accident.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of work experience in several phases of an organized safety program including safety inspection, safety promotion or safety program management and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July 1980
 DATE ISSUED: September 1990
 PAY RANGE OPT 2 OPT 1
 20 25



FELIX P. CAMACHO
 Executive Director
 Civil Service Commission