

## TITLE: SAFETY SUPERVISOR

### OBJECTIVE:

Provides safety awareness for the employees, contractors, and citizens and performs other safety related duties such as risk control and risk assessment for the Jessamine County Fiscal Court.

### EXAMPLES OF CHIEF DUTIES

- Safety Program Development:
  - Collaborate with the Director of Human Resources to develop, implement, and continually improve safety programs tailored to the unique needs of County Government.
  - Stay abreast of federal, state, and local safety regulations, ensuring the organization's compliance with OSHA and KOSHA standards.
- Training and Education:
  - Collaborate with the Director of Human Resources to design and conduct safety training programs for employees, ensuring they are well-informed about safety policies, procedures, and regulations.
  - Develop educational materials and resources to support ongoing safety awareness and training initiatives.
- Safety Audits and Inspections:
  - Conduct regular safety audits and inspections of facilities, equipment, and work processes to identify potential hazards and ensure compliance with safety standards.
  - Collaborate with department heads to address and rectify safety concerns and implement corrective actions.
- Incident Investigation:
  - Lead investigations into workplace incidents, accidents, and near misses, identifying root causes and implementing preventive measures.
  - Maintain accurate records of incidents and provide recommendations for improvement.
- Emergency Preparedness:
  - Develop and implement emergency response plans to address various scenarios, ensuring the safety of employees and visitors.
  - Coordinate and conduct regular emergency drills and exercises.
- Communication and Collaboration:
  - Serve as a liaison between departments, fostering open communication and collaboration on safety-related matters.
  - Provide regular updates to the Director of Human Resources on safety performance, initiatives, and compliance.
- Documentation and Reporting:
  - Maintain accurate and up-to-date records of safety training, incidents, and safety-related activities.
  - Prepare and submit reports to regulatory agencies as required.

- Ensures compliance with Safety Data Sheet (SDS) maintenance along with a hazard communication plan.

REPORTS TO: Director of Human Resources

QUALIFICATIONS:

- Associate's degree in Occupational Health and Safety, Environmental Science, or a related field. Experience
- Professional certification in safety management (e.g., Certified Safety Professional - CSP) is preferred.
- In-depth knowledge of OSHA and KOSHA regulations.
- Proven experience in developing and implementing safety programs in a diverse organizational setting.
- Strong interpersonal and communication skills, with the ability to engage and educate employees at all levels.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to lead incident investigations and implement corrective actions.

SCHEDULE HOURS: Full-time

Non-exempt  
 Exempt