



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Safety & Health Manager
DEPARTMENT.....: Human Resources and Risk Management
DIVISION.....: Risk Management
CLASSIFICATION/GRADE.....: Safety & Health Manager/209
REVISED.....: 09/2018
REPORTS TO.....: Human Resources/Risk Management Director
REVIEWED.....: 09/2018
WAGES.....: Salaried

SUMMARY:

Responsible for the coordination and delivery of a safety and loss prevention program including education and training for TPCG employees. Safety/Health Claims Adjuster will plan, advise, and assist in implementation of safety and loss control polices, programs, and training.

BASIC FUNCTIONS:

1. Coordinates safety training, worksite inspections, and recommends corrective action to eliminate unsafe conditions and or acts.
2. Coordinates the Safety Incentive Program Awards Banquet.
3. Develops statistical data on work related accidents.
4. Performs accidental investigations for job-related injuries.
5. Coordinates and conducts safety meetings.
6. Conducts Safety Orientation for new employees.
7. Required to handle, but not limited to Workers' Compensation, Property and Casualty as needed.
8. Training includes First Aid, CPR, Defensive Driving for employees and various other Safety & Loss Control topics i.e. accident investigation, worksite inspections, and HR review of job classifications.
9. All workers compensation accidents are reviewed by a worker's compensation committee, which is organized and managed through the Human Resources and Risk Management office and directed by the Safety/Health Claims Adjuster.
10. Checks employees' driving records every six months.
11. Must maintain discretion due to the sensitive nature of work with medical and claims information.
12. Responsible for any other duties as required by the Director.

OTHER REQUIREMENTS:

1. Be certified in First Aid, CPR and Defensive Driving or the ability to obtain certificates.
2. Be courteous and have good customer service skills.
3. Position will require work both inside and outside, in all types of weather conditions doing inspections, presentations, and meetings.

EDUCATION/EXPERIENCE:

1. Graduation from an accredited College or University with a Bachelor's Degree, including course work specializing in insurance, loss prevention, safety or other related subjects and/or equivalent combination of experience.
2. Must have a Louisiana Adjusters License and preferably in all lines of coverage.
3. Must have a valid Louisiana Driver's License.