

UW HEALTH JOB DESCRIPTION

CONSTRUCTION SAFETY LIAISON

Job Code: 410066	FLSA Status: Exempt	Mgt. Approval: W. Abbott	Date: September 2019
Department: Maintenance & Engineering Services		HR Approval: J. Olson	Date: September 2019

JOB SUMMARY

The nature of the services provided by this position may affect UW Health patients, visitors, employees, and departments. A wide variety of both internal and external relationships are involved in carrying out the duties of this position.

Under the direction of the assigned Maintenance & Engineering Business and Operations Manager or the Director of Maintenance & Engineering Services, the Construction Safety Liaison is responsible for providing regulatory and code guidance to ensure a safe environment for patients and staff of UW Health. The Construction Safety Liaison oversees the fulfillment of all construction, maintenance, and infrastructure standards under the Joint Commission and CMS, Life Safety (LS), Environment of Care (EC) and NFPA, as well as local and state codes and applicable UW Health policies. This position will provide technical and field assistance to the safety practices of the Planning, Design and Construction (PDC) department and contractors.

This position is responsible for reviewing specifications and construction plans and performing a project walk through to ensure work is compliant with safety regulations and codes. The incumbent ensures projects are turned over to Maintenance and Engineering in a safe and compliant manner. Responsibilities also include communicating to internal and external stakeholders, coordinating reports and statistics, reporting on programmatic safety performance, and assembling Life Safety and Environment of Care documents. The Construction Safety Liaison analyzes and drafts reports as needed.

MAJOR RESPONSIBILITIES

This position focuses on the local, state, and national codes and standards for renovation and construction projects.

Service Delivery

- Provides Life Safety and other related code advisory support for construction projects.
- Provides education of the UWH Safety and Emergency Management policies and guidelines to Contractors.
- Provides information and training opportunities for Joint Commission (TJC), CMS standards, NFPA guidelines, or any other requirements deemed appropriate to ensure compliance in all UWH facilities where construction or renovation is active.
- Conducts site safety orientations and training as required.
- Collaborates with Project Managers, Construction Site Supervisors, and Construction Foremen to ensure site complies with relevant UWH safety policies, legislation, and regulations. Identifies safety issues.
- Monitors active and completed projects for Joint Commission, LS, and EC functions compliance.
- Participates in various meetings connected to construction or renovations for guidance with safety codes and issues.
- Works with local Authorities Having Jurisdiction (AHJ) on projects to ensure compliance to local and state codes and regulations.

Communication

- Arranges the delivery of applicable communication to departmental and other internal staff, UWH Project Managers, contractors, and vendors with regards to safety procedures.
- May prepare presentations and ensures communication to promote a culture of safety on the jobsite
- Translates data and information into common terms related to safety regulation aspects of various projects.

Operations

- Performs daily site inspections to evaluate operational and functional safety performance.
- Prepares appropriate reports and statistics related to site inspections.
- Participates in the review of site safety program processes.
- Intervenes in unsafe activities or operations and corrects these unsafe conditions, performance, or actions.
- Recommends site safety process improvements to responsible UWH departmental leadership.
- Coordinates and monitors safety performance during as well as after completion of projects. Completes and provides site safety reports, as required.
- Provides feedback and reports of the Joint Commission LS and EC performance and/or deviation from established state and federal regulatory standards
- Ensures that all applicable and current safety codes and regulations are communicated.

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Strategic Planning

- Participates on planning teams and provides TJC and regulatory support in the coordination of the planning process and construction delivery.
- Establishes monitoring process for tracking project safety & code adherence to facilitate the successful delivery of construction projects.
- Researches and creates operational and benchmarking reports for safety improvements within processes.
- Develops processes to assure communications as it relates to regulatory standards and guidelines. Communicates to stakeholders about the status of projects being planned or implemented.
- Stays abreast of code and regulatory changes.

Miscellaneous

- Participates in scheduled Safety-on-Call rotation.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Safety Management. Six (6) years of relevant experience may be considered in lieu of a Bachelor's Degree in addition to the minimum work experience required below.
	Preferred	
Work Experience	Minimum	Three (3) years in a safety or emergency management field
	Preferred	Five (5) years of leadership in a supervisory or equivalent position in a hospital setting, safety, or emergency management
Licenses & Certifications	Minimum	NIMS 100
	Preferred	State Certified Fire Inspector NIMS 200 or 700 certified
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Valid Driver's License • Demonstrates excellent oral and written communication using a variety of methodologies • Working knowledge of TJC, CMS, Building Codes, Occupational Health and Safety Act (OSHA) regulations, and state and local regulations • Ability to independently research issues and make effective recommendations using critical thinking skills • Effective analytical ability to solve complex problems and issues • Excellent customer service skills and ability to work with a diverse group of people • Demonstrated ability to function independently and as a team member and to consistently deliver quality outcomes • General knowledge of the principles and practices of safety management • Excellent organizational skills and attention to detail • Proficient with Microsoft Office Applications • Role models service excellence in interactions with internal staff and external contractors or vendors

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.