

UW HEALTH JOB DESCRIPTION

Safety and Security Technician

Job Code: 11023	FLSA Status: Non Exempt	Mgt. Approval:	Date: 7-15
Department : Employee Health, Infection Control and Safety		HR Approval:	Date:

JOB SUMMARY

Under the general direction of the Safety and Security Program Manager, the Safety and Security Technician is responsible for assisting with maintaining a secure and safe physical environment for all patients, staff, visitors, and students, through proactive measures that include, but are not limited to, routine inspections, audits, correspondence with appropriate vendors and management related to safety and security issues, review of recordkeeping requirements, etc. The technician will work closely with UWMF management, Facilities, Clinic managers, Risk Management, Legal, and Employee Health/ Infection Control and Human Resources.

MAJOR RESPONSIBILITIES

1. Troubleshoot/ problem solve for equipment and software failures or resource needs using technical manuals, phone support and/ or onsite investigations. Equipment and software includes, but is not limited to, security systems, card access systems, Checkpoint software, MSDSOnline software, Articulate Software and alike. Resolution may include working with vendors to solicit pricing and schedule service as needed. With advisement from the Safety and Security Manager, develop protocols for system operation as necessary.
2. Keep contractor list up to date as well as certificates of insurance and vendor confidentiality agreements.
3. Assist with reviewing Patient Safety Net event reports and following up with managers on corrective action as needed.
4. Maintain current list of after hour contacts for all appropriate sites.
5. Under the direction of the Safety and Security Manager, assist with ensuring compliance with the Respiratory Protection Program. This includes, but is not limited to, conducting respirator fit tests for affected staff and providers, cleaning masks, and surveying employee satisfaction with program.
6. Under the direction of the Safety and Security Manager and with guidance from Facilities, assist with ensuring compliance with the Energy Control Program. This includes, but is not limited to, conducting lockout/ tagout certifications, documenting hazardous energy sources, types and magnitudes as well as appropriate lockout/ tagout procedures.
7. Conduct and/ or solicit chemical inventories and assist with maintaining MSDSOnline database.
8. Run standard and ad hoc reports. Summarize and analyze the data as needed on a timely basis for regular reporting to management. Validate accuracy of all data to ensure informed decision making process. Assist in the development of new or revised reports.
9. Ensure the maintenance of required logs, records, reports and manuals as required.
10. Help maintain and update a reference library of pertinent documents and publications dealing with all facets of health care environmental and safety regulations safety.
11. Assist with disaster preparedness initiatives (i.e. creating materials, ensuring accurate evacuation maps, etc).
12. In conjunction with appropriate agency or manager, coordinate, schedule and attend fire and/or security tests, drills, and/or inspections required by regulatory agencies or vendors.
13. Maintain knowledge regarding current security, safety and environmental standards.
14. Under the direction of the Safety and Security Manager, conduct ergonomic assessments and makes recommendations for work station improvements.
15. Assist in the coordination of removal of unwanted chemical and/ or pharmaceutical items; working with vendors and DOT as appropriate.
16. Conduct site visit inspections to identify vulnerabilities and prepare corrective action plans and priorities.
17. Under the direction of the Safety and Security Manager, develop, implement fire system inspection prevention and hazard control guidelines and provide fire extinguisher training.
18. Assist in maintaining and updating safety and security information on U-Connect and other web-based pages.
19. Participate in the development of annual goals and process improvement plans for the Safety-Security program and evaluate accomplishments.
20. Maintain outside professional contacts to exchange information with others and maintain currency of the program.
21. Back up the Safety and Security Manager on safety issues as needed.
22. Perform other duties as required/requested.
23. Adhere and uphold the UWMF Mission, Vision, and Values, and UW Health Service and Performance Standards.
24. Draft/ initiate correspondence when familiar with content material. Edit draft material (i.e. letters, memoranda, investigations, etc.) including the coordination of computer-based generated correspondence, and independently

UW HEALTH JOB DESCRIPTION

- determines format, processes final documents and arrange for distribution.
25. Conduct independent research on issues, new programs or other topics as assigned by management.
 26. Prepare clear, concise status reports and meeting summaries, documents, correspondence and reports. Copy, collate and distribute via email, inter D or mail on a timely basis.
 27. Participate in staff meetings, planning and brainstorming sessions. Assist with, or take the lead role in, organizing meetings, workgroups and other functions as assigned.
 28. Assist with the development and presentation of safety-related information. This includes, but is not limited to, new employee orientations, safety in-services and other appropriate meetings.

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

JOB REQUIREMENTS

Education	Minimum	High school graduate and/ or GED equivalent required.
	Preferred	
Work Experience	Minimum	
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • OSHA 30 hour General Industry certification and/ or related safety certification preferred. • Valid driver's license or ability to travel to-from assigned work sites. Must have a satisfactory driving record.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Working knowledge of security systems and practices. • Proficient computer skills; knowledge of Microsoft Word, Excel and PowerPoint. • Ability to work with confidential information with regard to access, knowledge of, and participation in patient and employee/employer relations issues. • Effective organizational planning and project management abilities. • Strong customer service and verbal/written communications skills. • Ability to handle multiple tasks/projects and meet deadlines • Ability to use initiative and independent judgment • Ability to work both independently, and as part of a team to obtain common goals.

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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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 dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and	Up to 10#	Negligible	Negligible

UW HEALTH JOB DESCRIPTION

	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.			
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#
List any other physical requirements or bona fide occupational qualifications:				

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.