

UW HEALTH JOB DESCRIPTION

SAFETY SPECIALIST

Job Code: 410005	FLSA Status: Non-Exempt	Mgt. Approval: M. Holman	Date: 4.2019
Department : Safety/42020		HR Approval: H. Finke	Date: 4.2019

JOB SUMMARY

The Safety Specialist is responsible for providing departmental assistance and support to the Safety team. Support includes data management support and serving as the primary contact for safety related questions and problems related to software applications and data. As the SuperUser of the departmental software applications, incumbent will provide training, assist with errors and troubleshooting, as well as provide reports and analysis of report findings to the Director and Safety Leadership.

Under the direction of Safety Leadership, this position is responsible for providing support for a variety of duties related to data collection; preparation of special reports for regulatory compliance and quality assurance; database and report building and maintaining; providing training on various Safety initiatives, programs and software programs used by the department; and supporting safety initiatives. Incumbent is also responsible for maintaining the safest possible physical environment for patients, staff, visitors, and students by conducting drills, inspections required by federal, state, and local authorities having jurisdiction throughout the facilities. The incumbent is responsible for documentation of these activities and providing information to Safety Leadership for follow-up on any complaints or safety issues encountered. In addition, the incumbent assists in the maintaining of the records required by all authorities having jurisdiction as well as ensures UW Health compliance with all emergency management, life safety, and environment of care standards of The Joint Commission (TJC) and equivalent Center for Medicare and Medicaid (CMS) conditions of participation. This position is responsible for establishing and maintaining necessary compliance mechanisms, training, inspections, documentation and activities, in conjunction with UW Health Safety Program objectives as well as to assist in ongoing safety activities and other duties as assigned.

A varied schedule, including early mornings, late nights or weekends may be necessary to meet the needs of the Safety Program.

MAJOR RESPONSIBILITIES

Incumbent performs his/her job demonstrating technical ability, understanding of job expectations and compliance with organizational policies and procedures. The incumbent performs the following job responsibilities to support the Safety leadership team:

Project and Program Support

Support the Corporate Safety and Environment of Care programs at the direction of Safety Leadership by:

- Conducting regular safety walk-through inspections of all workplace facilities.
- Assisting with updating master schedules for anticipated events, drills, training and regulatory meetings.
- Assisting with development of organization tools and time lines to efficiently accomplish projects; maintain departmental benchmark document for safety leadership
- Recommending process improvements to Safety leadership where applicable.
- Creating reports from databases and documents; provide analysis of data.
- Supporting planning of and participate in safety projects, training and programs.
- For various Safety software programs, such as MSDS Online and Rounds Tracker, run queries and reports, analyze, then report findings to the Director and other managers as directed.
- Maintaining and updating the chemical inventory.
- Providing ongoing training and support to other departments such as how to complete a safety rounds form.
- Conducting training, safety rounds and other walk-throughs or inspections.
- Escalating notifications to immediate supervisor when conditions exist that pose an immediate threat to life or health or pose a threat to equipment, property or the environment.
- Maintaining working knowledge of general policies and procedures with particular attention to those associated with the Environment of Care.
- Promoting quality improvement, patient and staff safety, and cultural diversity through department operations and by personal performance.

Support the Corporate Emergency Management program at the direction of Safety Leadership by:

- Maintaining working knowledge of the Emergency Operations Plan
- Providing support to the Incident Command Center during exercises and emergencies.
- Providing training support for the hospital evacuation training program.
- Providing training support to hospital decontamination training program.
- Assisting with scheduled emergency management drills.
- Assisting with updating master schedules for anticipated exercises, drills and meetings.
- Conducting fire extinguisher training, fire drills and other walk-throughs or trainings.

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Data/ Information Management:

- Maintains Safety & Emergency Management databases for collecting data, producing monthly reports and establish tracking system.
- Keep records and documents up to date.
- Design tools and processes to manage, monitor and report departmental data, and information.
- Prioritize and implement updates and changes to the project plans and workflows.
- Assists in the development of project plans, workflows and process improvements.
- Assists operational and departmental leaders in implementing workflow and process changes.
- Coordinate the collection of data/information from various departments for committee meetings, manage respective databases and produce necessary reports and documents.
- Assists in documenting underlying needs of the department.
- Create the development of project plans and workflows.
- Assists with the collection of data/information for review by the Safety Leadership Team and/or the Safety Department.
- Ensure all special reports are documented and available for management use.

Customer Service:

- Provide quality customer service.
- Represent the Safety Department and UW Health in a professional and courteous manner.
- Assists in preparation activities for TJC to insure easy access to required tests, inspections, etc. Prepares status reports on departmental preparedness

Other Duties As Assigned

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

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent.
	Preferred	Bachelor's degree in in Safety, Nursing, Engineering, Emergency Management, Business or related field related field
Work Experience	Minimum	2 years experience data management, project support or assistance, training, emergency response, or healthcare, public health, or public service
	Preferred	Experience within an academic medical center Experience with data management, analysis and creating documents. Experience with Life Safety Code Experience with preparations and presentations of training Experience with emergency management exercises
Licenses & Certifications	Minimum	
	Preferred	NIMS IS-100, 200, 300, 400, 700, 800 CHEP, CHSP or other related certifications in safety and/or emergency management.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of safety, occupational health and fire protection principals, practices, procedures, codes, standards and regulations applicable to the performance of the full range of complex safety, occupational health and fire protection management responsibilities at the Medical Center. • Knowledge of Joint Commission chapters: Life Safety, Environment of Care and Emergency Management desired. • Hazardous materials experience. • Knowledge required to recognize environmental factors, stresses associated with complex work operations and to ascertain their effects on the health and well-being of employees. • Effective communication and interpersonal skills, including the ability to promote teamwork and ensure a high degree of internal and external customer satisfaction. • Strong analytical skills. Resourceful in problem solving. • Excellent problem-solving and organizational abilities. • Excellent customer service abilities. Ability to establish and maintain effective working relationships by being courteous and positive with coworkers, department administrative staff, interdepartmental contacts and the general public. • Ability to work independently and be result oriented. • Ability to be organized and flexible in response to changing demands. • Ability to manage multiple tasks with ease and efficiency. • Excellent computer skills. Experience with word processing, database and

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	<p>spreadsheet software programs required.</p> <ul style="list-style-type: none"> • Ability to plan and organize the workflow in a busy office environment. • Ability to be self-directed in accomplishing the coordination and decision making responsibilities of this position. Ability to work with minimal supervision. • Ability to review reports to produce custom reports and documents. • Ability to handle a high volume of work under pressure. • Ability to make appropriate and timely decisions. • Ability to maintain information confidential in nature. • Ability to read blueprints, work independently after initial work assignment. • Employee is expected to follow UWHC Employee Work Rules and department dress code, sanitation, and safety work standards.
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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 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#
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.