

# RESPONSIBILITY OUTLINE



<b>Job Title</b>	Safety Specialist		
<b>Department</b>	Safety	<b>Pay Status</b>	Hourly
<b>Reports To</b>	Manager Safety	<b>FLSA Category</b>	Nonexempt
<b>Location</b>	Various		

## SUMMARY

Ensure all safety functions and activities are compliant with applicable laws, rules, and regulations and enhance the safety and health of all employees and the public.

## Essential Responsibilities

### Safety

Lead and monitor work sites and employees to enforce compliance of mandated rules, laws, policies, and procedures e.g., Occupational Safety and Health Administration (OSHA) general industry and construction standards, Kansas Department of Health and Environment (KDHE), Department of Transportation (DOT), worker's compensation, and article 70 E (arc flash) of the National Fire Protection Association (NFPA), and Article 18 of the Collective Bargaining Agreement. Serve as a safety resource and leader.

Conduct site audits to include hazard assessment and assist with identifying corrective actions as appropriate.

Coordinate or conduct inspections of safety equipment such as fire extinguishers, fall protection, respirators, etc.

Provide feedback to supervisors and managers and assist with identifying hazard or behavioral trends and develop corrective actions.

Assist in the development and implementation of new safety programs, updates, and revisions of established programs, policies, practices, and procedures. Implement change management.

Operate and maintain safety equipment used in training and testing programs.

Conduct audiometry testing of employees.

Conduct fit testing according to the respiratory protection program requirements or coordinate off site testing.

### Training

Assist in identifying, developing, scheduling, coordinating, and/or conducting safety training. This includes monthly safety meetings and safety orientation for all new employees, onsite contractors, and Member systems.

## **Accident Investigation**

Investigate incidences, onsite personal injuries, property damage, and vehicle accidents. This includes apparent cause and root cause determinations as appropriate. Document and report investigation results including lessons learned and corrective actions. Sometimes safety technicians will lead the investigation and sometimes they will be part of an incident investigation team.

## **Drug and Alcohol Program**

Assist the safety administrative assistant as co-coordinator of Sunflower Electric Power Corporation's (Sunflower) Drug and Alcohol Abuse Program, the DOT Pipeline Drug and Alcohol Prevention Program, and the Commercial Driver's License (CDL) Drug and Alcohol Program. Assist with scheduling and ensuring screenings are performed for all employees and onsite contractors.

## **DOT Compliance**

Assist with ensuring compliance of all related DOT regulations as they apply to Sunflower commercial vehicles and drivers.

## **Other Safety Responsibilities**

Develop and maintain necessary or required routine and/or confidential records, files, reports, or data.

Assist with scheduling and coordinating safety activities at all Sunflower locations and Member systems.

Assist with ensuring Sunflower meets Worker's Compensation standards, recordkeeping, and reporting.

## **Safety**

Sunflower employees are expected to approach their personal safety and their coworker's safety with a positive attitude and commitment. Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

## **Culture**

Demonstrate personal responsibility and a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

## **Other Responsibilities**

Perform other tasks as assigned or required to support Sunflower's mission and operations.

## **Qualifications**

### **Certifications and Licenses**

Maintain certification in first aid, CPR, and AED at a minimum.

Must complete, obtain, and maintain Red Cross Workplace Trainer Certification.

Obtain and maintain hearing testing certification.

Other certifications as assigned.

All required applicable certifications within six months of hire unless otherwise directed.

### **Education and Experience**

Two year post high school technical certification in safety, safety and health, loss control, or a related field and five years utility or industrial safety experience; or equivalent combination of education and experience.

DOT experience preferred.

Rescue experience preferred.

Experience with developing and presenting trainings preferred.

Experience with human performance or behavior-based safety programs preferred.

### **Knowledge, Skills, Abilities**

Working knowledge of OSHA, DOT, NFPA and other applicable safety regulations, policies, practices, and procedures.

Presentation skills to conduct meetings and conduct effective training presentations.

Able to read and interpret safety data sheets (SDS) and other technical documents.

Strong interpersonal skills; ability to work with all levels of employees.

Able to interact effectively with field and office personnel as well as contractors.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Knowledge of applicable computer programs at the level required to successfully perform the essential responsibilities of the position.

Possess troubleshooting, problem solving, and creative/innovative thought processing skills.

### **Other**

Possess and maintain a valid driver's license.

Must complete the power plant familiarization course within six months of hire or when class is available.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Must be able to travel several days a week and respond to storm or other emergency situations.

Regular and prompt attendance is required.

Ability and willingness to work overtime, both scheduled and/or unscheduled.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

<b>EEO Category</b>	3	<b>FLSA Exemption</b>	N/A
<b>FLSA Exemption Justification</b>	N/A		

## COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

### Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Servant Leadership
- Safety

### Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

## PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

### Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

**Occasional (0-33% of the workday); Frequent (34-66%); Constant (67-100%)**

Task/Exposure	O	F	C
Standing	X		
Walking		X	
Sitting		X	
Climbing	X		
Crouching		X	
Twisting			
Reaching above	X		
Heights over 4 ft	X		
Confined spaces	X		
Variable weather	X		
Cold	X		
Heat	X		
Noise over 85 decibels		X	
Dust/Dirt	X		
Ionizing radiation		X	
Chemicals	X		
Repetitive - Wrist	X		
Repetitive - Elbow	X		
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds	X		
Carrying			
<10 pounds	X		
11-30 pounds	X		
31-50 pounds	X		
Pushing			
<10 pounds			
11-30 pounds			
31-50 pounds			
51-75 pounds			
>75 pounds			
Pulling			
<10 pounds			
11-30 pounds			
31-50 pounds			

Comments:

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	X
Repetition	

Audio/Visual	
Hearing/Corrected Hearing	X
Color discrimination	X

Required Examinations				
Physical Capacity Profile (PCP)			Audiogram	X
Level 2			Chest X-Ray	X
Level 3			Spirometry	X
Level 4			Color	
Level 5			DOT Physical	

A physical may be substituted for a PCP if it is not available.