

## JOB CLASSIFICATION DESCRIPTION

<b>CLASSIFICATION TITLE:</b> Safety Manager	<b>FLSA STATUS:</b> Exempt
<b>DEPARTMENT:</b> Member Experience	<b>UNION STATUS:</b> Non-union
<b>REPORTS TO:</b> Deputy GM/VP of Member Experience	<b>EMPLOYMENT STATUS:</b> Full-time

### Purpose of Position

Coordinates the planning, development, and implementation of safety programs and safety orientation, providing safety leadership and training, eliminating hazardous conditions that may lead to human injury and/or property damage and developing, monitoring, and ensuring compliance with Benton REA’s safety policies and regulatory requirements.

### Core Competencies

- **Safety:** Adhere to all workplace and trade safety laws, regulations, standards, rules, and practices. Use of Personal Protective Equipment as required. Take individual responsibility in managing safety risks and reporting unsafe conditions or unsafe work practices. Respond positively to safety-oriented feedback. Contribute to a culture of safety.
- **Quality of Work:** Produce thorough, high-quality work with minimal errors. Seek feedback, make corrections as needed. Identify problems and solve them. Strive to improve processes. Work collaboratively with team members to implement systemic changes.
- **Productivity:** Complete assigned work in a timely fashion. Utilize slow periods productively. Produce amount and volume expected, at accepted speed.
- **Technical Skills/Job Knowledge:** Demonstrate appropriate level of understanding of technical skills in area of expertise, technology, products, and/or processes involved. Perform assigned duties. Keep current on changes. Competent with all technology and industry best practices necessary to perform job. Maintain necessary certification(s).
- **Communication:** Oral and written communication clearly convey information. Keep others informed of activities and problems in a timely manner. Listen well. Respond appropriately and respectfully.
- **Teamwork/Ability to Work with Others:** Demonstrate ability to work in positive manner with co-workers and/or customers with differing backgrounds, opinions, capabilities, etc. Willingly share skills, competencies, and knowledge with others.

Establish and maintain strong, effective working relationships. Contribute effectively to group efforts. Promote harmony. Agree to disagree without damaging relationships.

- **Accountability:** Maintain excellent attendance and punctuality. Arrive on time and be prepared to work. Accept responsibility for work and actions. Be reliable.
- **Integrity:** Demonstrate honesty, high ethical standards, and respect for all team members, co-workers, and Benton REA members.
- **Professionalism:** Always address internal and external customers with courtesy and respect. Dress in work attire appropriate to the position. Communicate business information in timely fashion, using means of communication appropriate to the situation.
- **Support of Cooperative Goals, Policies, and Procedures:** Support Cooperative goals. Adhere to all Cooperative policies and procedures. Understand that internal customer and external member focus is always top priority. Contribute effectively in support of that priority.
- **Problem-Solving:** Use sound logic and methodology to solve problems. Explore multiple sources for answers, as required. Able to identify hidden problems. Propose solutions.

## Essential Job Functions & Responsibilities

*To succeed in this role, an individual must satisfactorily perform each essential function. Additional duties of a similar nature and level may also be assigned. Benton REA may provide reasonable accommodation to enable qualified individuals with disabilities to perform the essential functions.*

- Identifies, analyzes, and controls occupational hazards by researching and interpreting WA State Labor and Industries (L&I), OSHA, WISHA, DOSH, and other safety-related laws and regulations to keep the Association in compliance with federal, state, and local safety laws and regulations.
- Conducts, prepares, and completes appropriate documentation for routine safety evaluations and accident, injury, or near-miss investigations; reports findings and works in collaboration with human resources and facilities to make recommendations of appropriate corrective actions to take to leadership
- Designs, organizes, and conducts all safety meetings and programs for all Association employees to meet regulatory requirements; facilitates and manages the Association safety committee.
- Plans, coordinates, and conducts employee safety training programs; selects and coordinates the use of safety training consultants, training specialists, and other outside sources; monitors and ensures all employees have received proper safety training, and documents and maintains records of employee safety training and attendance.

- Monitors safety policies, programs, and practices to ensure the Association is in compliance with federal, state, and local safety laws and regulations, and recommends policy and procedure updates.
- Understands and has full knowledge of WA State Workers' Compensation programs and Association claims and works collaboratively with Human Resources Manager and Facilities Manager to identify courses of action to take to minimize safety risks and lessen claims; utilizing the retrospective rating safety incentive program methods and practices as appropriate to reduce the Association's L&I experience factor rating.
- Maintains an Accident Prevention Plan for the Association and employees; creates and maintains the Emergency Response Plan for the Association.
- Regularly inspects and documents inspections of equipment, facilities, vehicles, personal protective equipment, tools, clothing, and other safety-related items to ensure they are maintained in a safe and orderly manner; works in collaboration with Facilities Manager to identify and acquire the appropriate safety equipment to utilize.
- Maintains standards and processes for air quality index (AQI) and heat index safety measures; regularly monitors and advises the entire Association on appropriate safety measures to take based on AQI and heat index to remain in compliance with state and federal laws; Administers the appropriate policies and training for association employees to be compliant with state and federal laws related to heat index and AQI, to include wildfire smoke.
- Stay informed about safety and security trends by attending training and conferences on local, state and national levels.
- Performs other duties as assigned, directed, or required.

## Licenses, Certifications and Other Requirements

### Education and Experience:

- Bachelor's degree or a Journeyman certification in electrical craft.
- Five (5) years of experience related to safety, risk management, and/or electric utility industry.
- Or an equivalent combination of education and experience that allows the incumbent to successfully perform essential job functions.

### Special Requirements:

- Maintain a valid Washington State Driver's License.

## Knowledge, Skills & Abilities

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

## Knowledge of:

- Federal, state and local laws and regulations governing workplace risk management, occupational health and safety, asset protection and workers' compensation, specifically but not limited to the Washington Industrial Safety & Health Act (WISHA), the Occupational Safety & Health Act (OSHA), and the Department of Occupational Safety and Health (DOSH).
- Methods and procedures for encouraging and building a safe work culture that is continuously improving.
- Methods of developing and administering a complete and comprehensive safety program.
- investigation practices and methods for determining root cause analysis of accidents, injuries, and near misses, and the ability to identify and determine appropriate remediation or corrective actions.
- Workers' compensation claims process and procedures in Washington state for state-insured employers.

## Skills and Abilities to:

- Read, understand, interpret, apply, and explain rules, regulations, policies, and procedures.
- Plan, organize and implement effective risk management, safety management, safety training, and/or loss control programs for the Association.
- Analyze, classify and rate risks, exposures and loss expectancies.
- Articulate to the worker and management for the reason for the Federal, State or company rules and what they must do to comply. Proficiently use Microsoft Word, PowerPoint, Excel, and Outlook software.
- Conduct efficient and thorough investigations of damage and injury claims.
- Participate in and/or lead inspections, audits, hearings and litigation.
- Communicate effectively, both orally and in writing; comprehend and use English language effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and efficient manner; working independently with little or no direction, set priorities and meet deadlines.
- Maintain accurate and complete program records and files.

## Physical Requirements and Working Conditions

*The physical requirements and working conditions outlined in this section are indicative*

*of what is required and/or experienced by an employee while performing essential functions of this classification. Benton REA may provide reasonable accommodation to enable qualified individuals with disabilities to perform the essential functions.*


### Physical Requirements:

Work constantly requires keyboarding; frequently requires sitting and standing/walking; occasionally requires climbing ladders or stairs, wrist flexion and extension, and fine hand manipulation; seldomly requires twisting, bending/stooping, squatting/kneeling, crawling, reaching, working above shoulders, grasping forcefully, operation of foot controls, and low impact vibratory tasks; occasionally requires exertion of force of up to 25 pounds and seldomly up to 50 pounds. Work requires standard vision requirements, expressing and exchanging ideas by means of spoken word, ability to recognize information at normal spoken word levels, preparing and analyzing written or computer data, operating motor vehicles or equipment, and observing general surroundings or activities. Environment can seldomly involve exposure to marked temperature changes and exposure to dust/fumes/gases.

### Working Conditions:

Work requires regular and punctual attendance at the office or other assigned locations; typically in a normal office environment with low to moderate levels of noise exposure and a temperature-controlled work area with occasional work outside for various events; use of office machines, including computer monitor, keyboard, mouse, and related peripheral devices; occasional travel may be required; and occasionally requires working outside of normal work hours and/or days.

## Signature & Authority

  
Troy Berglund (Jul 30, 2024 09:16 PDT)

Department Executive Signature

07/30/2024

Date



Human Resources Signature

07/30/2024

Date

## Employee Acknowledgement

The duties listed above are illustrative of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if they are similar, related, or logically assigned.

The job classification does not constitute an employment agreement between Benton REA and any employee, and Benton REA retains the right to add to or change the description of this classification at any time.

Safety Manager – Job Description

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Employee Signature

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Date

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**Agency**

Benton Rural Electric Association

**Address**

402 7th Street  
Prosser, WA 99350

**Phone**

(509) 786-2913

**Website**

<https://bentonrea.org>









# Job Description for Signature - Safety Manager

Final Audit Report

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