



Job Code: 0084

Grade: 23

HCWR: N

Job Title
Safety Manager

Department
Building & Grounds

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Safety Manager works to ensure that a safe environment exists in the hospital facility for patients, visitors, and staff throughout Cook County Health (CCH). This includes working on projects related to fire and general safety. Interprets the Joint Commission, Occupational Safety and Health Administration (OSHA) and National Fire Protection Associate (NFPA) regulations, defines and evaluates problems, collects data, draws conclusions, writes reports, and implements corrective action plans. Works with for the Director of Life Safety and with the Department of Buildings and Grounds to conduct fire drills, department fire marshal training, and environmental rounding.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Manages and provides oversight of the safety programs for CCH
- Participates in the interviewing and training of Life Safety staff
- Provides safety and health, accident prevention, and investigation training for managers and supervisors
- Conducts assessments to evaluate safety policies and procedures; takes corrective action as needed to resolve any potential problems from occurring
- Provides the quarterly report for the Fire Prevention program to the Environment of Care (EOC) Committee to include fire incident analysis, fire safety training information, environmental round inspections, and performance improvement plan updates
- Completes monthly fire drills and maintains appropriate records and reports findings
- Ensures and promotes workplace safety procedures for each department and timely reports unsafe acts and conditions
- Conducts investigations of accidents/incidents throughout the organization and ensures accidents/incidents are appropriately reported and contributory factors identified and addressed
- Supports the ongoing and sustainment of current safety programs
- Assists with the identification, implementation, and monitoring of safety programs to ensure reduction in employee on-the-job injuries
- Develops and implements corrective action plans to address identified trends that could potentially adversely impact the organization
- Maintains all safety related records and reports
- Conducts environmental rounds as required by the Joint Commission to identify environmental deficiencies, hazards, and unsafe practices throughout the organization
- Supports advanced safety programs required by codes and regulations
- Monitors completion of the Environmental rounds and provides summary of findings
- Travels throughout Cook County
- Available for "on-call" duties to support the Life Safety Department, as needed
- Performs other duties as requested and as directed by the Director of Life Safety

Minimum Qualifications

- Bachelor's Degree from an accredited college or university
- Four (4) years of Hospital or Healthcare Safety Program experience including interpretation



Minimum Qualifications

and application of safety codes and regulations

- Two (2) years of supervisory or management experience
- Must be available for "on-call" duties to support the Life Safety Department, as needed
- Valid Driver's license and mandatory vehicle insurance as required

Preferred Qualifications

- Bachelor's Degree in Safety, Industrial Hygiene, or Science from an accredited college or university
- Valid certification in one (1) of the following areas:
 - --*Certified Healthcare Safety Professional (CHSP)
 - --*Certified Safety Professional (CSP)
 - Certified Safety Manager (CSM)

Knowledge, Skills, Abilities and Other Characteristics

- Must be knowledgeable of the Joint Commission, Occupational Safety and Health Administration (OSHA) and The National Fire Protection Association (NFPA) regulations and model safety program strategies.
- Must be skilled on the use of Microsoft Word, Excel, and other computer software products to generate technical reports, findings, and/or corrective action plans.
- Must be experienced in preparing technical reports and making presentations in committee meetings.
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to work flexible hours
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to compile and analyze data and generate reports of a complex and technical nature.
- Ability to speak and write effectively to individuals, groups and with regulatory agencies.
- Ability to plan, initiate and maintain programs relevant to the duties of the Life Safety Department.
- Ability to work in an area with moderate risk or discomfort that may require special safety precautions such as wearing protective clothing or gear.
- Ability to walk, stand and carry items for long periods of time.
- Ability to tolerate exposure to unpleasant noise, odor, and temperature
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Must be able to travel to work sites throughout Cook County



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.