

SAFETY OFFICER

General Statement of Duties and Responsibilities

Under general supervision, is responsible for organizing and supervising the Department of Hospitals' fire prevention and accident control program; performs related work.

Examples of Typical Tasks

Consults with Superintendents and Fire Wardens regarding the improvement of methods of fire control and fire prevention, the setting up of fire brigades, evacuation in case of emergencies, etc.; advises on and assists in the planning of periodic fire and evacuation drills.

Investigates all fire and accidents, prepares reports and recommends measures that may prevent recurrence.

Assists in furnishing safety education; initiates training programs; participates in safety conferences; arranges and conducts accident and fire prevention lectures; issues instructions on accident and fire prevention.

Inspects fire emergency equipment and the fire alarm systems; makes and supervises regular inspections to discover and correct unsafe conditions or unsafe work practices that may cause fires or accidents.

Records and follows-up all notices of pertinent violations filed by other responsible municipal agencies relating to municipal hospital premises, and disposes of, by removal or otherwise, such violations.

Analyzes, interprets and maintains departmental statistics relating to fires and accidents.

Maintains liaison with other City departments, with private industry, and with fire prevention associations, for information exchange, development of new techniques, etc.

Qualification Requirements

1. Graduation from a senior high school and four (4) years general experience in safety and accident prevention work, one (1) year of which shall have involved responsibility for the conduct of an organized safety and accident prevention program; or
2. A satisfactory equivalent.

Direct Lines of Promotion

From: None

To: To be determined