State Compensation Insurance Fund
Duty Statement

Position Information

Employee Name:

Position Title:
Loss Prevention Engineer

Program:
Safety & Health Services

Work Unit:
Loss Prevention

Classification:
Associate Safety Engineer

Report To:
Area Manager, CalOSHA Consultation Service

Collective Bargaining Identifier (CBID):
R09

Fair Labor Standards Act (FLSA) Status:
Covered, Work Week Group 2

Special Requirements

Conflict of Interest Designation: Not applicable.

Program Information:

Safety and Health Services provides comprehensive services to our policyholders in alignment with the State Fund mission to lead the Workers' Compensation industry. We proactively engage with policyholders to help them create safer workplaces for all their employees and supply resources necessary to achieve and maintain effective safety practices.

Purpose/Scope:

Under general direction of the Area Manager, CalOSHA Consultation Service (Loss Prevention Manager), the Associate Safety Engineer (Loss Prevention Engineer) provides safety and health services to policyholders/accounts with operations that present more complex and difficult** risk conditions to reduce employee injury/illness potential and workers' compensation costs.

** More complex and difficult risks include
• Accounts using more sophisticated and difficult-to-evaluate technologies and/or engineering controls
• Accounts with multiple locations
• Accounts with significant losses related to difficult-to-identify hazards and industrial operations with high-level sophistication
• High-profile preferred brokers
• Specialized services of lesser complexity such as industrial hygiene and ergonomics services (i.e., noise dosimetry and industrial ergonomic evaluations)
• Accounts that usually present unforeseen or unique difficulties

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

40% Essential

1. **Provide journey-level safety and health services to policyholders/accounts with operations that present more difficult and complex** risk conditions.**
    a. Contact assigned accounts and complete on-site visits per Safety and Health Services' policy and procedure to evaluate the safety needs of more difficult and complex risks. If an on-site visit is not appropriate, document reason(s) via LPRO and/or other appropriate information management system.
    b. Conduct on-site visits on newly assigned accounts to evaluate workplace hazards and the safety and health competence of the policyholder using Safety and Health Services' safety scoring methodology. Evaluations will include:
        i. Analysis of the risk presented.
        ii. Analysis of injury trends.
        iii. Develop recommendations with specific actions policyholder is to take to mitigate identified risks and injury trends per Loss Prevention policy and procedure.
    c. Manage policyholder compliance with recommendations. Provide subsequent/follow-up servicing/consultation to ensure that recommendations are implemented.
        i. Maintain communication to influence/encourage the policyholder to implement recommendations, based on the methodology established by Safety and Health Services.
        ii. Provide instruction and advice to policyholder and/or policyholder employees on difficult and complex injury and illness prevention issues and identification and correction of safety and health hazards.
        iii. Report difficulties in resolving technical issues or managing policyholder compliance with recommendations to and obtain assistance as needed from Senior Loss Prevention Engineer or Loss Prevention Manager.
        iv. Ensure that imminent and serious hazards are corrected with appropriate urgency.
    d. Request specialized services necessary to address risks beyond expertise-level which may include the Senior Loss Prevention Engineer, Industrial Hygiene and/or Ergonomic services.
    e. Under the general supervision of the Loss Prevention Manager conduct accident investigations for significant claim events as assigned.

35% Essential

2. **Serve as a technical resource. Develop and maintain professional competencies**.
    a. Serve as a technical resource to other Loss Prevention Consultants as needed. Assist Senior Loss Prevention Engineers and management as requested.

b. Collaborate with Loss Prevention Engineers, Senior Loss Prevention Engineers in coordinating, implementing and monitoring safety training for Loss Prevention Consultants and other Field Operations positions.
c. Collaborate with a Senior Loss Prevention Engineer or Loss Prevention Manager to evaluate, impact of service delivery on accidents and losses of employers who receive loss prevention site visits.
d. As requested, give technical advice concerning safety and health issues presented by the installation of large, expensive or complicated equipment.
e. Meet with management, labor, and/or public groups interested in promoting safety and health programs. Assist in setting up their safety and health programs.
f. Prepare written educational materials for Loss Prevention staff, articles for publications to staff, policyholders, and the general public. Present about workplace safety and health before interested groups.
g. Coordinate of out-of-region services to ensure that safety services are provided in a timely manner.
h. Maintain professional competencies by adhering to corporate training policies and procedures and remaining up-to-date on current occupational safety and health information.

15% Essential

3. Document safety services internally and externally.

a. Document all loss prevention services provided in LPRO and other appropriate information management systems with factual and objective information in a timely manner, according to Loss Prevention policy and procedure.
b. Send the policyholder and broker (if broker account) correspondence identifying the hazards, services provided, and recommendations made at the time of service per Safety and Health Services' policy and procedure.
c. Ensure all assigned accounts have a current Risk Assessment and correspondence as appropriate, according to Safety and Health Services' policy and procedure.
d. Routinely review assigned accounts for changes in status, rise in loss trends, and increase in loss frequency.
e. Submit any Loss Prevention unit documentation or reports requested by management within agreed upon timelines.

10% Marginal

4. Coordinate and participate in special projects and committees.

a. Coordinate special projects as assigned by the Loss Prevention Manager.
b. Lead special projects or committees.
c. Provide analysis and recommendations on loss prevention issues.

100%

Required Knowledge Areas:

- Proficient knowledge of State Fund's Loss Prevention policies and authorized procedures.
- Working understanding of various State Fund functions as they impact loss prevention.
- Working knowledge of State Fund standard software applications.
- Proficient knowledge of California workers' compensation and occupational safety and health laws and regulations.
- Proficient knowledge of the principles, practices, and methods of construction, electrical, and industrial engineering, including those specifically applicable to safety engineering.

- Proficient knowledge of the operations, methods, equipment and safety devices used in workplaces and occupational health and safety hazards associated with construction, electrical, and industrial disciplines.
- Proficient knowledge of the methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing associated with the construction, electrical, and industrial disciplines.

Required Skills and Abilities:

- Ability to assess workplace injury/illness risks based on understanding of business operations to improve safety.
- Ability to interpret charts and graphs and mechanical relationships.
- Ability to interpret California laws and regulations relating to workers' compensation and occupational safety and health issues.
- Ability to interpret State Fund operating policy and procedure.
- Ability to analyze issues, interpret and apply laws/regulations and policies and procedures to proactively make and support decisions.
- Ability to effectively work with relate and network with other people.
- Ability to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of "stakeholders".
- Ability to manage multiple projects and tasks.
- Ability to develop, provide, and monitor training.
- Ability to coordinate, facilitate, and make presentations.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to act in a lead capacity to train and be a technical resource to management and staff.

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- May be expected to wear Personal Protective Equipment (PPE) such as safety goggles, hard hat, and steel-toes shoes.
- Occasional movement of items, positioning self at various heights, ascending, and transporting equipment
- Remaining stationary and moving for prolonged periods of time.

Travel:

- Travel to and access insureds' job sites.
- Travel to various work sites and locations for training and/or meetings.
- Travel conditions may include urban and/or rural areas and could involve walking over uneven surfaces or climbing stairs.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel may occasionally be from overnight to five days in duration

Emergency call backs:

- Not applicable.

Work Hours:

- Work hours may vary.
- Will occasionally involve work in the evenings.

Supervisor's Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):	Employee Signature:	Date: