

POSITION DESCRIPTION FORM

Position title: Safety Program Intern
Risk Management Specialist

Reports to: Safety and Loss Control Manager

Position Objective: Work with State agencies and the Bureau of State Risk Management. Position will assist with the development and promotion of a World class safety culture throughout the state organization.

Essential Duties:

1. Assist in office ergonomics coordinator training.
2. Evaluate new and existing safety programs to assure compliance with OSHA/SPS 332 Public Sector Employee safety regulations.
3. Train personnel as required.
4. Perform safety inspections, identify hazards and coordinate corrective actions.
5. Assist employees with safety related activities (equipment assessments, etc.).
6. Collect data to assist with annual Benchmarking Report.
7. Conduct accident investigations.
8. Prepare and distribute safety reports to management.
9. Research and distribute resource materials to State agencies.
10. Provide advice and assistance to State agencies regarding loss control issues.
11. Participate in loss control/fire prevention surveys and inspections.
12. Support with annual fall risk management conference.

Occasional Duties:

1. Complete year-end reporting and documentation as needed.
2. Other safety cross-training responsibilities as required.

Minimum Eligible Requirements:

1. Candidate must be at least 18 years of age.
2. Candidate must work a minimum 30 hours per week with preference to 40 hours per week.
3. Candidate must have a valid driver's license with a minimum of two years licensed driving experience. Further, candidate must have no more than two moving violations and/or at fault accidents during the past two years and no OWI or DUI violations (Operating While Under the Influence of an intoxicant, controlled substance or other drug) within the past year.
4. Candidate must be a student enrolled at a State University in safety studies or related program.
5. The University's Internship Coordinator must have determined students to be eligible for an internship.

Required Skills:

6. Ability to work with minimal to moderate supervision.
7. Strong sense of initiative and focus.
8. Well organized with attention to detail as well as the overall picture.
9. Excellent written and oral communication skills.
10. Good computer skills with Microsoft Word, Outlook, Excel and PowerPoint.