

Job Description

Page 1 of 2

TITLE: Safety/Infection Control Officer

REPORTS TO:

SUPERVISES:

EXPECTATIONS OF WORK HOURS: Full Time, overtime exempt

DUTIES/RESPONSIBILITIES:

1. Takes all appropriate actions to ensure that the organization complies with applicable safety laws and regulations
2. Conducts safety inspections and reviews of all sites and vehicles informally on a continuous basis, but conducts them formally at least once a year.
3. Is responsible to:
 - Identify hazards in the workplace
 - Inform management of results or findings during inspections
 - Ensure that identified items are fixed/corrected immediately, or if that is not possible, part of an action plan created to correct the deficiencies.
4. Ensures that all exit paths, lighting and posted escape routes are operable and posted through all locations.
5. Ensures that fire extinguishers are placed in conspicuous areas and are well marked, easily accessible, are currently active and show the date of last inspection and expiration.
6. Ensures that smoking is prohibited in any area where oxygen is stored and enforces that it is only permitted by company staff in designated smoking areas as determined in accordance with state and county laws and requirements.
7. Conducts fire drills annually at every location to assess the staff's ability to clear the area safely and swiftly. Reports of these drills are documented and if any deficiencies identified, creates an action plan for correction.
8. Manages all infection control concerns, training, tracking and education
9. Reports branch's safety activities as a component of the organization's quality improvement program

MINIMUM QUALIFICATIONS:

Performed in conjunction with
Effective verbal and written communication skills

REQUIRED LICENSE/CERTIFICATION: None

Page 2 of 2

COMPETENCY REQUIREMENTS: None

PHYSICAL DEMANDS:

- Sitting, standing, walking at desk, in office and throughout facility
- Operation of office machinery and equipment
- Occasionally lift/move items up to 40 pounds
- Visual abilities to include reading, distance vision and peripheral vision

I have received this job description. I believe I am fully capable of performing all items and task listed above and meet all the necessary qualifications.

Signature: _____ **Date:** _____