



Seattle Housing Authority Safety, Health Coordinator

SALARY	\$32.09 - \$48.13 Hourly	LOCATION	Queen Anne Central Office, WA
JOB TYPE	Regular Full-Time Position	JOB NUMBER	105021
DEPARTMENT	Human Resources	OPENING DATE	04/12/2024
CLOSING DATE	5/10/2024 11:59 PM Pacific		

Job Summary

We offer a competitive salary, great benefits, and work that matters to our community.

The Organization: The Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency in Lower Queen Anne, Seattle. We are committed to housing equity throughout the city, fostering an inclusive workplace for our 700+ employees. Our focus is expanding housing opportunities, building strong communities, and promoting race and social justice equity.

SHA's talented workforce has made us a nationally recognized leader in housing and development. We embrace diversity and create an environment where employees can thrive. Benefits include competitive pay, flexible work arrangements, learning opportunities, and affinity groups.

At SHA, we value your unique perspective and background. We encourage you to apply, even if you don't meet every qualification. Our hiring practices prioritize diversity and equity. Learn more in our diversity policy and equity policy.

The position:

We are seeking to fill a **Safety, Health and Emergency Coordinator** Position. The **Safety & Health Coordinator** will under the direction of the Safety Program Administrator, partners in coordination of a comprehensive employee occupational agency-wide Safety, Health, and Emergency Management Program in compliance with the Department of Safety and Health (DOSH) rules, regulations, and codes. Implements any agency wide safety and health programs. Identifies and analyzes workplace conditions to recommend programs and processes to minimize safety risk to personnel and property.

Coordinates safety, health, and emergency management programs to ensure safe work practices are implemented and creates and provides training for safety and health issues. For additional information on the job, please see the full posting.

How to Apply:

1. Complete the **online NeoGov application** by clicking the Apply button in the upper right-hand corner of this posting.
 1. The work experience and education sections should be updated with your latest information. **SHA does not accept external attachments for resumes and cover letters.**
 2. Answer the Agency-Wide questions. Please note that if this is not your first SHA application, you should still review and update the agency-wide questions.

3. Answer the supplemental questions, if applicable.

The ideal candidate has:

- Three years of increasingly responsible experience in the occupational safety and health field.

While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.

- Bachelor's degree or equivalent in Occupational Safety, Environmental Health, or related field; however, four additional years of directly relevant experience may be considered in lieu of the required degree.

What will you be doing?

- Plan, develop, deliver, organize, coordinate, conduct and evaluate the Safety and Health training programs and activities. Manage and coordinate programs to address and improve safe and healthful working conditions for employees; respond to safety and health issues assuring regulatory compliance. Coordinate with operations staff for implementation of safety regulations.
- Develop, provide, or arrange for safety education, accident investigation and reporting, and supervising for worker safety training for supervisors and staff. Obtain and maintain certifications as a trainer for various special training programs, such as, first aid-CPR, respirator fit, fall protection and others as feasible for the provision of in-house training.
- Investigate accidents and injuries to determine cause and prepare prevention recommendations. Make systematic safety inspections to detect hazards and unsafe employment conditions; follow up with recommendations to operations management for corrective measures. Coordinate with Labor & Industries on a variety of issues.
- Advise management staff of safety regulations and any non-compliance of safety regulations. Work with management and building staff to create emergency evacuation plans. Determine provisions of all safety related regulations and standards and inspect departmental operations for compliance. Develop and maintain up-to-date policies, procedures, and related programs.
- Ensure that all safety and health rules, standards and procedures are observed; conduct monthly inspections and audits of work areas and practices to eliminate potential hazardous conditions; arrange for, conduct and ensure that accident investigations of all accidents are formally reported on the same day, or within the next work day of when the accident occurred; monitor and coordinate the enforcement of the agency's Safety and Health Program, and actively support the Emergency Preparedness program and tasks.
- Organize and oversee the Authority's Safety Committees. Coordinate Safety Committee elections. Research and provide information and training materials for safety meetings, measure safety performance and prepare related reports. Chair the Central Safety Committee and safety retreats. Review minutes from all safety meetings and post to Ourhouse. Oversee, attend, and participate in local safety meetings. Use the Intranet Ourhouse Safety webpage to disseminate information to employees.
- Provide management of the agency's regulatory programs such as Job Hazard Analysis, Hazard Communications, Respirator Fit, Fall Protection, Audiology, Medical Monitoring, Air Quality, and others. Review Safety Data Sheets (SDS) of chemical products to evaluate potential health hazards, and the appropriate methods to control or mitigate the hazard.
- Research, recommend and select safety equipment as directed.
- Serve as liaison with regulatory compliance inspectors; provide technical and practical support to management staff related to compliance issues or inspectors. Assist in activities with disaster planning and risk management activities.
- Administer the Commercial Driver's License Alcohol and Controlled Substance Testing Program per Department of Transportation regulations.
- Facilitate the participation of staff to develop, implement, and continuously improve service delivery to ensure attainment of the core strategies and mission of the agency; coach and support staff in the development and implementation of work plans and/or initiatives working cooperatively and interdependently with others and all departments. Participate in training to increase skills in working proactively for race and social justice equity; build awareness, skills, and commitment to working for race and social justice equity. Work proactively to check for race and other social justice disparities in policies, procedures, and practices; update policies, procedures and practices when needed to advance race and social justice equity.
- Perform related duties and special projects as assigned.

The Location: 101 Elliott Ave W, Seattle, WA 98119

Why Should You Apply?

- Competitive salary
- Great benefits
 - We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS).
 - We also offer generous paid leave and holidays.
- Reasonable hours
 - Opportunity for part-time remote work, depending on position.
- Opportunities for additional on-the-job training

Agency

Seattle Housing Authority

Address

101 Elliot Ave W

Seattle, Washington, 98119

Phone

206-615-3323

Website

<http://www.seattlehousing.org>

Safety, Health Coordinator Supplemental Questionnaire

*QUESTION 1

Do you meet the minimum requirements for this position?

- Yes
- No

*QUESTION 2

Please note that SHA does not accept external attachments for resumes and cover letters. Did you update the education and work history sections of your application with your latest information?

- Yes
- No

* Required Question