

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, INJURY & ILLNESS PREVENTION

Reports To: Designated Supervisor

UW Job Code: 5279

UW Job Family:

SOC Code: 19-5000

FLSA: Exempt

Pay Grade: 20

Date: 6-1-22

JOB PURPOSE:

Coordinate and implement the University of Wyoming Injury and Illness investigation and follow-up processes. Ensure timely and proper investigation, reporting, follow-up communication, and review of work-related incidents that result in an employee injury or illness. Ensure compliance with related laws, regulations, and University of Wyoming policies and procedures associated with workplace injury and illness. Complete on-scene incident investigations, schedule and complete face-to-face investigation meetings, schedule follow-up contact meetings with the injured employee and others involved with the incident.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Investigate/review University of Wyoming employee injuries and provide recommendations to either eliminate or mitigate hazards that may have contributed to the injury.
- Conduct investigation at the incident site, when feasible. Ensure that relevant personnel are involved with the investigation and follow-up activities.
- Maintain employee injury and illness incident reports and safety statistics pertaining to OSHA reportable injuries and similar reports required by regulatory agencies. These reports may include but are not limited to, the OSHA 300 Log, worker's compensation reports, and other reports that may be requested by state or federal agencies.
- Consult with University of Wyoming Human Resources personnel to evaluate the need for, develop, and implement reasonable accommodations, light-duty return-to-work opportunities, and/or other resolutions for worker's compensation claims.
- Prepare, produce, and distribute studies and analyses of incident causes and hazards for use by University of Wyoming personnel and other departments and agencies, as appropriate.

SUPPLEMENTAL FUNCTIONS:

- Schedule, coordinate, facilitate and conduct training, as requested.
- Other duties as assigned.

COMPETENCIES:

- Collaboration
- Consistency
- Safety Awareness
- Integrity
- Quality Orientation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Specialized field of responsibility.
- Federal, state and local environmental, health and safety regulations and ability to interpret them.
- Principles of accident prevention and loss control.
- Research processes, equipment, and materials used in the workplace.
- Principles of industrial hygiene and workplace hazards.
- Relationship between working conditions and health.
- Techniques utilized in conducting industrial hygiene investigations.
- Principles of effective training.
- Principles of program management.

Skills and Abilities to:

- Analyze safe conditions and make decisions based on analysis of technical information.
- Use hand/eye coordination and manual dexterity to safely and efficiently operate associated equipment.
- Prepare clear, concise, and accurate investigative and narrative reports.
- Communicate effectively with others, including technical information to non-technical personnel.
- Maintain records, and prepare reports and correspondence related to the work.
- Organize and coordinate the work of others.
- Set priorities and assign work.
- Comprehend and make inferences from written materials such as OSHA standards.
- React calmly and effectively in emergency situations.
- Perform safety inspections ensuring compliance with OSHA and NFPA safety standards.

- Develop, implement and maintain training programs and processes.
- Schedule, coordinate, track and report on departmental training.
- Identify and resolve issues in area of responsibility.

WORKING CONDITIONS:

Office, laboratory, classroom and in/outdoor environments; subject to fumes, odors, noise and confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.