



## Job Posting

Job Title:	Health & Safety Loss Prevention Specialist
Location:	501 Wampanoag Trail, Suite 301, East Providence RI 02915
Schedule:	35 hours, Monday-Friday, 8:30 – 4:30
Exempt/ Non-Exempt	Exempt
Travel:	80% within Rhode Island to Member or conference locations

### About Us

The Rhode Island Interlocal Risk Management Trust (“The Trust”) is the pioneer and undeniable leader of intergovernmental risk-sharing pooling in Rhode Island. As a Member-owned and managed organization, The Trust’s overarching goal is to provide its Members with the highest standards of service, risk management and insurance programs. The Trust is recognized as local government’s premier one-stop source for Property/Liability, Workers’ Compensation, Health, Dental, Life, Other Post-Employment Benefits (OPEB) and Wellness, and widely lauded for its excellence in risk management and loss prevention services.

### Job Summary

The Trust is looking for an experienced health and safety professional to join the Loss Prevention Department. The Health & Safety Loss Prevention Specialist, under the general guidance of the Director of Health, Safety & Risk Management, is responsible for providing loss prevention and risk management resources, education, and training to Members; developing and managing loss prevention and risk management programs with special emphasis on worker and workplace health and safety initiatives; supporting the overall programs and efforts of the Loss Prevention Department; amongst our Members, promoting a positive safety culture, worker and workplace safety, reduced property and liability exposures, and reduced frequency and severity of claims.

### Core Responsibilities

- Conduct site visits to assess Member risks related to worker and workplace health and safety
- Assist Members with accident/incident investigations and root cause analysis training and support
- Assist Members with workplace emergency planning and emergency action plans
- Evaluate and monitor compliance with industry based safe work practices
- Analyze risk exposures and loss trends in order to prioritize problem areas and emerging needs
- Effectively communicate meaningful recommendations that will assist Members in reducing risk
- Recommend and coordinate programming with Members, so that these are provided to all on a routine basis, with a priority focus on Members with high frequency or severity loss(es)
- Assist and serve as a resource in the formation and conduct of Member Safety Committees
- Assist in planning, coordinating, and implementing loss prevention and risk management objectives
- Develop and conduct trainings on loss prevention and risk management topics
- Identify and arrange for trainers, speakers, conference facilities, and distribution of materials
- Research, develop, and maintain policies, procedures, manuals, forms, checklists, and other resource information to assist Members with loss prevention and risk management
- Prepare a wide variety of loss prevention and risk management material for distribution to Members through awareness campaigns, newsletters, special bulletins, letters, and other techniques
- Develop incentive programs and techniques to encourage proactive practices by Members
- Respond to and resolve inquiries from Members, ensuring appropriate and timely follow up



### Qualifications

#### Must possess:

- Knowledge of workplace safety and health management principles and practices
- Knowledge of relevant industry standards including but not limited to OSHA, NFPA, NIOSH, ANSI
- Knowledge of the principles and practices of risk management and loss prevention
- Knowledge of the principles and practices of adult education and training
- Strong verbal and written communication, customer service, and relationship management skills
- Strong attention to detail, follow-up, analytical, and problem-solving skills
- Strong computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and database management
- A high degree of maturity, professionalism, initiative, self-motivation, and follow through

#### Ability to:

- Establish and maintain successful working relationships with Members, fellow Trust staff, and vendors, effectively dealing with others in a positive, helpful, and courteous manner, resolving problems and gathering meaningful information
- Work effectively both independently and collaboratively
- Multitask, prioritize, stay organized, exercise independent judgement in carrying out responsibilities, work in a fast-paced environment, function well under pressure, and manage tight deadlines
- Prepare clear, accurate, and complete reports and recommendations to, and make effective oral presentations to senior management staff, Boards and Committees, and Members
- Make recommendations and deliver a difficult message respectfully and professionally
- Develop effective training curriculum, and effectively present and facilitate training

#### Education & Experience:

- Bachelor's degree from an accredited college or university with a concentration in Industrial Hygiene, Occupational & Environmental Health, Occupational Health & Safety Management, Risk Management, Loss Prevention, Public Administration, or a related field
- Professional designation in fields related to loss prevention or safety preferred, such as Associate Safety Professional (ASP) or Certified Safety Professional (CSP)
- A minimum of 3 years experience in safety, loss prevention, risk management
- Experience developing and implementing health and safety programs, performing job safety analysis, hazard identification and control, and reducing workers compensation costs

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Trust.

### Benefits

Health and Dental Insurance

Group Term Life and Accidental Death and Dismemberment Insurance

Group Long Term Disability Insurance

Retirement Benefits

Health Spending Account

Continuing Education

Employee Assistance Program

Wellness Program

Paid Time Off

### Send Resume and Cover Letter

Email: [hr@ritrust.com](mailto:hr@ritrust.com)

Mail: Rhode Island Interlocal Risk Management Trust, 501 Wampanoag Trail, Suite 301, East Providence, RI 02915 Attention: Human Resources

*The Trust is proud to be an equal opportunity employer.*