

Hausmann-Johnson Insurance
POSITION DESCRIPTION

Position Title	Loss Control Consultant
Classification	Full-time / Exempt
Department	Claims/Loss Control
Reports To	Risk Control Director
Revision Date	October 2017

Position Purpose

To provide value added service to HJI clients and prospects by evaluating, developing, and enhancing client work environments and health and safety policies and programs. Primary emphasis is on providing technically sound recommendations for improving work-place safety and loss exposure.

Essential Functions

Responsibilities

- Develop, evaluate and enhance established safety programs for prospects and clients using industry specific best practices.
- Analyze loss experience to identify patterns and trends from which to build improvement programs.
- Work cohesively with HJI Claims team to exchange pertinent client information so as to enhance the Client experience.
- Actively pursue prospects and work with Agents to turn them into clients.
- Guide clients in establishing loss control programs and accident investigation protocol.
- Develop corrective methods, controls and procedures to improve client work environments. Assist client in the implementation of recommendations; monitor progress and results.
- Review carrier loss control recommendations with clients; coordinate corrective actions and communicate results to carrier and agent.
- Advise agents of all client interactions.
- Assist in client administration of OSHA, DOT, NFPA, EPA and other relevant safety and loss control standards.
- Assist clients with OSHA fine/penalties
- Be able to conduct training for clients.
- Assist clients in setting up or improving safety committees.
- Advise clients on setting up a Drug Free Workplace, including providing situational counseling.
- Advise client on fleet safety and provide interpretation of DOT regulations.

- Provide client evaluation and 1 training in Industrial Hygiene,

- including air quality, ergonomics, and occupational health
- Provide loss control technical support to agents; seize opportunities to educate agents on pertinent topics.
 - Conduct regular inspections of client facilities and equipment to identify improvement areas.
 - Introduce and interpret various Federal, State, City and industry-recognized rules, regulations and procedures as they impact the work-safety environment.
 - Develop and maintain excellent working relationships with loss control staff, claims staff and other carrier personnel.
 - Conduct educational seminars to provide pertinent added value to the client experience.
 - Source and/or create educational materials including blog content and newsletter articles.
 - Follow agency standards and core procedures to assure consistent quality and products.
 - Maintain electronic files in an orderly and up-to-date manner. Document service requests, phone calls, visits, and communications with clients, carriers and others.
 - Attend and participate in trade associations (meetings, committees, seminars, trade shows) that are relevant to our client base.
 - Develop and implement Fee Based Consulting service program.

Leadership

- Be an exemplary role model to the unit and other staff members.
- As a representative of the agency, further support our relationship with our clients through your professionalism, appearance and conduct.
- Assist in training and development of new and junior team members.
- Identify and make recommendations for process improvement.

Automation

- Utilize current technology to maintain efficiency and productivity.
- Follow system procedures of documentation, perpetuation of information and prevention of errors and omissions.
- Understand and adheres to departmental workflows.
- Maintain activity entry and closure to provide for consistent file tracking.

- Maintain and expand knowledge of health and safety practices.
- Stay current with insurance terminology and basic products.
- Accept new challenges or assignments/projects as assigned by management.

Education and Experience Requirements

- Bachelor degree required, preferably in a health & safety related field.
- Seven + years Loss Control / Safety experience preferred.
- Valid driver's license and personal reliable transportation required for work related travel.
- Knowledge in OSHA regulations for general industry and construction
 - * DOT regulations
 - * Industrial Hygiene
 - * Drug testing laws and best practices
- NFPA knowledge
- Knowledge of construction and manufacturing industries
- Strong written and verbal communication skills
- Strong forensic / investigative skills
- OSHA 502 & 503 certification preferred, but not required