

Medical Supervisor



POSITION SUMMARY

Responsible for the Medical protocols and standards of the Medical office based on the Standards of Service established by the Corporate Health Physician. This position will also be responsible for the Fleet Safety including the filing and maintenance of files to ensure compliance. The responsibilities will include but not limited to: Supervision of Medical Personnel and working closely with the HR Manager to monitor Workers Comp claims and establish policies and procedures to ensure Compliance with OSHA.

ESSENTIAL FUNCTIONS

To render care to employees for occupational injuries and illnesses -initiate treatment based upon Medical assessment, knowledge, and medical directives. Must stay abreast of all current state and federal health and safety regulations.

To obtain and maintain health and work histories as required by OSHA and DOT; do drug /alcohol screening of all new hires; perform required annual hearing tests and testing of new hires.

To maintain a system of health records consistent with HIPAA regulations.

To maintain a trained First Aid team and Confined Space team and maintain instructor status for CPR/AED, First Aid.

To keep all required Workers Compensation records and OSHA logs and postings such as OSHA 300,301 and 300A.

To train supervisors, management, and others on procedures for the Company's Reasonable Suspicion for Drug/Alcohol violations and Blood Borne Pathogen training.

To coordinate activities for the Employee Wellness Program through communication to employees through bulletin boards, memos, etc.

To work closely with the Employment Office to insure protocols for new hires are followed and communicated with HR Supervisor.

To monitor the transfer or return to work of an employee on restricted duty for any reason as indicated by a physician's order and manage Workers Compensation cases by communicating with physicians and insurance carriers to insure cost efficient measures are monitored.

To monitor company trends regarding health care usage and tailor wellness activities to these trends.

To supervise health care given by medical personnel.

Education

High School Education

EMT Certification

OSHA training and experience

Drug & Alcohol training

