

SAFETY OFFICER I

This is administrative and technical work in directing a safety and health program of limited scope, dynamics, variety or complexity.

Employees plan and administer an institution-wide program to establish and maintain a safe work and living environment for employees and residents through the identification and correction of unsafe conditions, safety training and the providing of consultative services to management on safety matters. Employees are responsible for enforcing state and federal regulations concerning safety and for preparing reports as requested by state and federal regulatory departments. In addition, employees investigate accidents to determine cause and take corrective action as necessary. Employees call in specialists from the Department of Labor and the Department of Human Resources for consultation on safety issues when necessary. Work is performed under an administrative supervisor and is reviewed through evaluation of the effectiveness of the overall program and may include other duties as assigned.

I. DIFFICULTY OF WORK:

Variety and Scope - Work involves the inspection of buildings and shops to detect fire or safety hazards and the recommendation of corrective actions to be taken. Employees inspect or oversee the inspection and maintenance of fire detection and supervision equipment. Employees organize and assist safety committees in determining safety needs and developing programs. Employees review literature and develop safety policies and procedures for institution.

Intricacy - Employees must determine areas where higher than normal accident rates exist through compilation and analysis of accident statistics and plan strategy to eliminate hazardous conditions. Work involves a general knowledge and understanding of safety data required to make risk assessments for occupational hazards.

Subject Matter Complexity - Work requires a basic understanding of safety principles and practices. Employees must be knowledgeable of methods and procedures for analyzing, evaluating and documenting information gathered.

Guidelines - Established procedures for identifying safety hazards and establishing safety standards as well as state, federal and local policies and regulations are available and applicable to most situations.

II. RESPONSIBILITY:

Nature of Instructions - Supervision is primarily general in nature. Technical, detailed instructions are provided with special projects or assignments.

Nature of Review - Work is reviewed on a periodic basis through informal discussions. Final results are reviewed for their reasonableness.

Scope of Decisions - Decisions could impact upon students, employees and residents of state hospitals or universities.

Consequence of Decisions - Errors in the collection and analyses of data could result in incorrect study conclusions. These, in turn, could effect the correction of potential hazards and lead to injury.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contacts with other institutional staff, and representatives of other state agencies.

Nature and Purpose - Primary nature of contacts is to gather and discuss information, and to interpret or explain regulations and policies.

IV. OTHER WORK DEMANDS:

Work Conditions - While conducting inspections, employees may be exposed to potentially dangerous patients.

Hazards - Inspecting research laboratories and physical plant operations may result in exposure to hazardous or toxic chemicals.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - A working knowledge of state and federal safety and health standards as applied to a hospital. A working knowledge of safe work habits. Ability to recognize unsafe conditions or acts, and to determine corrective action necessary. Ability to convince management of the need for a safety program and to convince them of the importance of establishing and maintaining a safe environment for patients, students and employees. Ability to develop and present training programs on a wide variety of safety topics. Ability to plan and direct a university or hospital-wide comprehensive safety program.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a major in safety management, occupational safety, industrial technology or one of the physical sciences; or an equivalent combination of training and directly related experience.