

OCCUPATIONAL SAFETY SPECIALIST 1

Nature of Work

Under general supervision, administers an occupational safety program which is designed to ensure compliance with all federal and state workplace safety requirements in a district of the Division of Highways. Reviews work practices, work sites and facilities to identify unsafe conditions. Works with employees supervisors and managers to identify and correct workplace safety problems. Also responsible for ensuring hazardous wastes are disposed of in accordance with applicable regulations. Performs related duties as required. Participates in a series of training and certification programs covering various aspects of occupational safety.

Examples of Work

Keeps records and makes oral or written reports of all investigations and inspections.
Develops cost effective methods to correct hazardous conditions.
Develops and conducts employee safety training programs.
May develop areas of specializations such as chain saw training, ergonomics, lead safety inspections, traffic control, qualitative/fit testing, etc.
Researches literature, standards, laws, and rules to provide management with solutions to safety related problems.
Provide counseling and other support services for employees.
Evaluates work sites for hazardous conditions.
Responds to requests from management and work force in a timely fashion regarding safety issues.
Communicates ideas and issues with management and to reach a successful agreement through innovation, creativity and compromise.
Participates in raining to improve safety, industrial hygiene and communication skills.
Make regular inspections of sits to ascertain types of wastes produced, sources and volumes of waste, disposal methods, compliance with laws and regulations.
Determines the internal and appropriate sites for sampling, records pertinent data concerning relevant factors and interprets data collected.
Responds in accordance with approved emergency response procedures to spills or release of pollutants, some which may be hazardous substances.
Perform field reviews of employee work practices for compliance with state and federal work site safety regulations.
Conduct monthly safety meetings with employees in each of the district organizational units.
Conducts training sessions with employees on topics such as Cardiopulmonary resuscitation (CPR, first aid, worksite traffic control, and other pertinent topics).
Fit test employees for respirator use in lead contaminated environments.
Inspect and sample work sites and structures for presence of asbestos.
Inspect vehicles traveling interstate highways and carrying hazardous waste.

Knowledge, Skills and Abilities

Knowledge of established and effective methods of investigation.
Knowledge of general highway standards and maintenance techniques.
Knowledge of capabilities of construction and maintenance equipment.

OCCUPATIONAL SAFETY SPECIALIST 1 (Cont'd)

Knowledge, Skills and Abilities (cont'd)

Knowledge of occupational health issues.

Ability to effectively explain and interpret provisions of laws and regulations.

Ability to enforce laws, rules, and regulations with firmness and impartiality.

Ability to operate a personal computer.

Ability to speak before groups.

Ability to maintain working relationship with others.

Ability to communicate effectively orally and in writing.

Ability to follow oral and written instructions, exercise sound judgment and work under limited supervision.

Ability to keep accurate records, write reports in a clear, concise form, and present factual material and ideas effectively.

Ability to work in special apparel such as self-contained breathing apparatus CSCBA, respirator, and/or encapsulated suits. **NOTE:** Personnel engaged in activities associated with hazardous wastes risk exposure to situations or chemicals that may cause injury or illness if proper procedures are not followed.

Ability to interpret laws and standards and apply them to a particular situation.

Ability to analyze situations, problems, and information and develop appropriate, responses and resolutions.

Ability to develop and conduct safety training programs including curriculum and audio visual material.

Skill to conduct heavy equipment, motor vehicle, and workplace safety inspections and assess situations quickly.

Minimum Qualifications

Training: Bachelor's degree from an accredited college or university with a degree in safety or industrial hygiene.

Substitution: Full-time or part-time equivalent experience in occupational safety, industrial hygiene or industrial maintenance may substitute for the required training on a year for year basis.

Special Requirement: A valid West Virginia Motor Vehicle Operator's License is required.

Established: 07/17/03

Revised: 07/01/04, 09/17/07

Effective: 09/17/07