

**OCCUPATIONAL HEALTH AND SAFETY COORDINATOR (GSD)**

**NATURE OF WORK:** Under general supervision, this is professional work in planning, developing, coordinating, evaluating and implementing policies and programs related to occupational health and safety management for the State Capitol Complex and General Services Division buildings statewide. Assures conformity to federal and state occupational health and safety laws and regulations, establishes occupational health and safety management programs, reporting mechanisms, evaluation procedures and employee training programs. Provides technical assistance to the Director, managers, supervisors and employees in the day-to-day interpretation and application of laws, regulations, policies and procedures for preventing and responding to occupational accidents and emergencies. Recommends action to the Director when division employees or contractors are in violation of safety procedures or federal and state laws. Serves as lead position in working with the Division of Protective Services in developing and implementing building evacuation plans. Ensures compliance with safety procedures, investigates workplace accidents and maintains proper records. May assist Environmental Engineer in identifying health and safety hazards, technical assistance, and site and building inspection; investigating indoor air quality issues; conducts microbiological contamination investigations using a variety of air and surface sampling equipment; performs technical review of abatement plans and notifications for asbestos or lead containing materials in a variety of structures to determine compliance with state and federal regulations. Designs and conducts special projects as assigned. Position requires availability for on-call status on a 24/7 basis. Some statewide travel required. Performs related work as required.

**EXAMPLES OF WORK PERFORMED:**

Develops and applies policies and procedures and reporting mechanisms for occupational health and safety programs; assures compliance with federal and state laws for reporting occupational safety and health accidents, including contractor compliance.

Develops and coordinates employee and supervisor training in occupational safety and health programs, policies and practices; develops initial employee orientation programs; continuation training and special training as required.

Functions as division safety officer and as lead position with the Division of Protective Services in building evacuation plans; chairs safety committees, represents the division to federal and state safety groups.

Assures the conduct of regular and special safety inspections, drills and tests; assures the development of appropriate corrective actions or mitigation plans; monitors compliance with safety and health regulations, policies and procedures.

Assures the timely investigation and reporting of employee injuries and accidents with proper reporting and collection of data; evaluates employee injury/accident data, identifies causal factors/trends and develops and implements corrective actions.

May supervise the work of others.

**OCCUPATIONAL HEALTH AND SAFETY COORDINATOR (GSD) (CONT'D)**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal and state occupational health and safety laws and regulations.

Knowledge of safety management and accident prevention practices and techniques.

Ability to develop, implement and evaluate occupational health and safety programs.

Ability to identify workplace safety training needs and to develop and deliver effective occupational health and safety training programs.

Ability to investigate workplace accidents and to obtain information through interview and investigation.

Ability to analyze workplace safety data and to draw appropriate conclusions from same.

Ability to use occupational safety and industrial hygiene testing equipment.

Ability to write technical reports relating to occupational safety and health.

Ability to communicate effectively, orally and in writing.

Ability to maintain effective working relationships with employees, contractors, public officials and the public.

**MINIMUM QUALIFICATIONS:**

**TRAINING:** Bachelor's degree from an accredited four-year college or university in occupational safety and health, safety engineering or safety management.

**SUBSTITUTION:** Experience as described below may be substituted for the required training on a year-for-year basis.

**EXPERIENCE:** Six years of full-time or equivalent part-time paid experience in occupational safety or occupational health.

**SUBSTITUTION:** Master's degree in safety or related fields may substitute for one year of the required experience.

**Established: 9/15/05**

**Effective: 11/1/05**