

SAFETY AND HEALTH OFFICER 1

KIND OF WORK

Professional work involving the planning, directing and promoting of an occupational, safety and health program.

NATURE AND PURPOSE

An employee in this class is either directly accountable for all aspects of the internal occupational, safety and health programs of a moderate size department including inspection, compliance, reporting, and education, or assists in directing a regional program of a large department. The employee ensures conformance with standards set forth by the federal and state governments. Work is performed with considerable independence subject to the review of the head of an agency or a higher level Occupational Safety and Health employee. The employee works closely with representatives of the Department of Labor and Industry, the agency accountable for the overall functional direction of the Occupation, Safety and Health Program. Employees in this class assigned to divisional or regional programs report to supervisory occupational safety personnel. This is the lowest level internal Occupational, Safety classification in state service. Employees in this class may aspire to promotion at the class Occupational Safety and Health Officer 2. Advancement to the higher level is based upon assuming responsibility for the safety program of a large state agency.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Performs fire prevention safety inspections and provides a safety training program so that hazards can be corrected and all personnel are informed about safety precautions.

Maintains reports of all fire and accident incidents in order to ensure the existence of accurate records to be used in program evaluation.

Develops and implements safety procedures so that the number of incidents can be reduced.

Processes accident records, and safety reports in order to comply with federal and state regulations.

Investigates injuries and accidents in order to determine probable cause and take corrective measures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal and state Occupational Safety and Health Acts and regulations.

Management principles and practices applications.

The fundamental principles of modern safety analysis and the devices and procedures which minimize working hazards.

Ability to:

Analyze occupational hazards and to develop corrective safety measures and devices.

Maintain effective working relationships with management, labor and employees.

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Former Title(s): Occupational Safety  
& Health Officer I