

SAFETY CONSULTANT

KIND OF WORK

Professional occupational safety and health work.

NATURE AND PURPOSE

Under limited supervision, provides safety and health consultant services to promote effective work place safety and health programs; and provides technical advice and assistance to correct safety and health hazards; performs related work as required.

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

Analyzes the work place of private sector employers who request assistance with the identification of potential hazards and/or violations of OSHA standards, by contacting the employer to clarify the scope of the visit, researching the history of the employer and industry, investigating and examining the work site, applying knowledge of OSHA, and conferring with employees.

Advises employers/clients of identified hazards or dangerous situations to obtain their agreement on reasonable corrective methods/dates by explaining the hazards noted and discussing alternative methods for correction.

Writes special reports and correspondence for private sector employers/clients and the Division Director so they are informed of the progress toward recommended goals, by preparing case files containing information collected in the investigation and by summarizing inspection worksheets, field notes, samples, and photographs contained in them.

Disseminates information regarding the purpose of the Unit to enhance its credibility and to increase the awareness by employers and other interested parties of the services provided, by designing and presenting promotional material and speeches, and participating in seminars, meetings, etc.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Various industrial processes, equipment, and materials used in the private sector sufficient to identify and evaluate work place safety and health hazards.

OSHA laws, regulations, standards and codes, Federal General-Industry and Construction standards, Minnesota OSHA codes, Compliance Operations Manual, Federal Field Operations Manual, American National Standards Institute codes, National Fire Protection Association codes, and a variety of safety and health or engineering reference materials.

Test equipment (photographic, environmental, electrical) and appropriate mathematical formulas sufficient to operate accurately, read the instruments, and compute results of readings.

Safety and health principles, practices, and procedures sufficient to evaluate existing programs and conditions and recommend alternative methods for improvement or correction.

Personal protection regulations sufficient to properly select and use protective equipment at appropriate times.

Ability to:

Recognize and identify safety and health hazards at various industrial worksites.

Maintain effective working relationships with the client and employees.

Organize ideas, conceptualize problems, and categorize relevant and irrelevant data by incorporating them into written and oral reports.

Communicate orally in group and individual settings to both explain and clarify laws, rules, and regulations.

Communicate technical advice and solutions to hazards in a manner understandable to the client.

Correct/improve hazardous situations.

Est.: 4/84

Rev.:

T.C.:

Former Title(s):