

## OCCUPATIONAL SAFETY AND HEALTH SPECIALIST

### DEFINITION

Develops, implements, coordinates, and promotes safety and risk management programs encompassing occupational health, safety, and emergency services and activities.

### TYPICAL DUTIES

Recommends priorities for and develops, implements, promotes, and reviews comprehensive occupational health, safety, and emergency preparedness programs.

Evaluates working conditions and operational practices and inspects properties and equipment to identify health and safety hazards and other violations of health and safety standards and to insure conformance with established occupational health and safety laws, rules, and requirements.

Conducts studies of technical safety, health, and disaster control issues and develops recommendations and procedures for the improvement and extended implementation of safety programs.

Investigates possible violations of safety and health regulations, personal injuries, and material damages; compiles and analyzes data to identify the severity of accidents, their causes and costs; and recommends corrective and remedial action.

Advises management and operating officials on technical and administrative matters related to safety and risk management programs.

Analyzes federal, state, and local laws, directives, guidelines, and codes related to occupational health and safety and adapts and incorporates applicable provisions into safety programs.

Develops educational, technical, and promotional materials and implements risk management and safety education and training programs for employees.

Contacts regulatory agencies in the field of industrial health, safety, and disaster control; and prepares required reports and updates.

Develops procedures for monitoring of safety and risk management functions.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

**An Occupational Safety and Health Specialist** applies a thorough knowledge of the principles and practices associated with environmental and occupational health and safety in developing and recommending policies, procedures, and standards and in the implementation and management of occupational health, safety, and emergency services programs.

They are currently no closely related classes in the District.

## SUPERVISION

General supervision is received from the Director of Business Services. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and techniques of industrial safety and accident prevention
- Methods and techniques of accident reporting and investigation
- Theories and techniques of fire prevention
- Basic sanitation principles and practices
- Disaster control and emergency preparedness
- Federal, state, and local laws and regulations related to industrial health and safety including pertinent provisions of the Safety Orders of the California Division of Industrial Safety, the California Vehicle Code, the California Worker's Compensation Act, and the federal and state Occupational Safety and Health Acts
- Activities and services of national, state, and local safety, health, and emergency services organizations
- Principles and techniques of employee training
- Equipment, operations, and hazards associated with occupational groups found in the public service
- Basic operations of computer equipment and applications

### Ability to:

- Plan, develop, coordinate, and review safety and risk management program
- Identify and analyze health and safety problems and hazards and evaluate alternative practices
- Interpret and analyze laws, rules, regulations, and policies related to safety and risk management programs
- Make clear, concise, and effective oral and written presentations and reports
- Train others in safety, health, and emergency procedures and practices
- Establish and maintain effective and cooperative working relationships with administrators, staff, students and representatives of private organizations and public agencies
- Learn general and specialized software applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Graduation from a recognized four-year college or university. Courses in safety engineering, industrial engineering, occupational health and safety and sanitation, and fire prevention or closely related fields are desirable.

**AND**

## ENTRANCE QUALIFICATIONS (Cont.)

Four years of experience in safety engineering, safety inspection or safety program development, implementation or administration. Additional qualifying experience, may be substituted for the required college education on a year-for-year basis.

### Special:

A valid Class "C" California driver's license.  
Access to an automobile.