



JOB INFORMATION

Job Code:	119006
Job Title:	Laboratory Safety Manager
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	5 Manager

JOB SUMMARY

Manages the laboratory safety department and supports the implementation of the university's laboratory safety program and chemical hygiene plan. Supervises lab safety staff (i.e., safety specialists, technicians, and administrative staff) and manages lab safety programs, projects, initiatives, and inspections. Develops and delivers training and educational material regarding chemical hazards, incompatibilities, and health effects, and serves as a chemical safety subject matter expert for the university community.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
X		Bachelor's degree	Chemistry	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years	with chemical handling and safety	
	X	5 years	with chemical handling and safety	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of EH&S regulations and requirements for laboratory safety, including methods for handling, cleaning and disposal of waste.
X		Excellent communication skills for oral presentations, written reports, and laboratory training.

Other Job Factors

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises laboratory safety staff (i.e., safety specialists, technicians, and administrative staff). Manages health and safety code inspections and processes for laboratories and controlled substances. Supports the implementation of the university lab safety program and the chemical hygiene plan in collaboration with environmental health & safety leadership.				
Manages lab safety programs (i.e., controlled substances, fume hoods, general lab safety), projects, and initiatives, and establishes, documents and communicates standards, guidelines, and procedures. Assesses existing programs for adequacy and regulatory compliance and recommends and implements enhancements or modifications. Conducts field audits for compliance to program regulations, documenting results and recommending corrective action where non-compliance is found. Maintains program-specific statistical records, administrative paperwork, and prepares reports as requested.				
Develops and implements new projects, programs, and initiatives for the improvement of laboratory safety. Collaborates with clients and laboratories to identify needs and plan and implement tailored safety programs. Develops and delivers training and educational material regarding chemical hazards, incompatibilities, and health effects. Manages special projects as assigned.				
Develops and coordinates emergency response procedures. Responds to emergency calls and/or events and ensures that proper safety methods and procedures are followed. Prepares reports as required.				
Maintains current knowledge of existing and pending legislation relating to safety and health. Serves as a chemical health and safety subject matter expert, providing technical guidance for complex scientific procedures with hazardous materials. Liaises with regulatory agencies and professional organizations. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.