



Occupational Health & Injury Prevention Safety Specialist I Job Description

JOB INFORMATION

Job Code:	119172
Job Title:	Occupational Health & Injury Prevention Safety Specialist I
FLSA Status:	Exempt
Supervisory:	
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	7 Individual Contributor

JOB SUMMARY

Serves as Occupational Health and Injury Prevention Safety expert and point of contact for safety related matters. Assists with the development and implementation of Occupational Health and Injury Prevention Safety programs, including industrial hygiene programs and medical monitoring programs, to meet university requirements. Assists with inspections of workplace environments, equipment, or practices to ensure compliance with safety standards, public health legislation and government regulations. Assists with laboratory or physical collection or analyses of potentially toxic materials to detect disease or to assess purity or cleanliness. Assists with incident investigations to identify causes and to determine future prevention. Assist with ergonomics program and collaborate with clients, as necessary. Supports maintenance of program-specific statistical records. Assists with development and implementation of emergency response plans or procedures.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	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		1 year	
	X	3 years	

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		Current knowledge and understanding of Occupational Health and Safety Administration regulations, as well as other applicable federal, state, local and university standards and regulations.
X		Ability to work independently and to organize and prioritize work assignments.
X		Working knowledge of safety and health management, industrial hygiene, or health physics methods, procedures, techniques, facilities and equipment.
X		Skill in examining and evaluating operations and developing and/or re-engineering operating strategies, systems and procedures.
X		Ability to communicate technical information to non-technical staff.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as Occupational Health and Injury Prevention Safety expert and point of contact for safety related matters. Assists with the development and implementation of Occupational Health and Injury Prevention Safety programs, including industrial hygiene and medical monitoring programs, to meet university requirements. Understands, documents and communicates standards, guidelines and procedures, and assists with field audits for compliance to program regulations. Maintains current knowledge on existing and pending legislation relating to occupational health and injury and ensures that program design reflects the most recent standards and regulations; recommends enhancements or modifications as required.				
Assists with inspections of workplace environments, equipment, or practices to ensure compliance with safety standards, public health legislation and government regulations, e.g., proper ventilation, exhaust equipment, lighting or other conditions. Assists with laboratory or physical collection or analyses of potentially toxic materials, e.g., dust, vapors, or gasses, to detect disease or to assess purity or cleanliness. Inspects specific areas to ensure the presence of fire prevention equipment, safety equipment, or first-aid supplies. Assists with development and implementation of industrial hygiene programs, e.g., noise surveys, continuous atmosphere monitoring, ventilation surveys, or asbestos management plans.				
Assists with incident investigations to identify causes and to determine future prevention. Provides recommendation measures to help protect workers from potentially hazardous work methods, processes or materials. Assists with advising community or institution regarding health or safety issues.				
Supports maintenance of program-specific statistical records. Assists with maintenance of inventories of hazardous materials or hazardous waste, using waste tracking systems to ensure that materials are handled properly.				
Assists with development and implementation of emergency response plans or procedures. Assists with team response to emergency calls or events and ensures that proper safety methods and procedures are followed. Assists with development of training sessions regarding Occupational Health and Injury Prevention Safety policies. Assists clients in planning and implementing tailored safety programs. Serves as a member of the campus-wide program safety committee.				

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		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

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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.