



Occupational Health and Safety Supervisor Job Description

JOB INFORMATION

<i>Job Code:</i>	119175
<i>Job Title:</i>	Occupational Health and Safety Supervisor
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Develops and implements one or more University safety programs that address University and regulatory requirements, as needed, for area of specialty. Directly supervises a minimum of two full time equivalents (FTEs). Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Oversees and conducts field audits for compliance to program regulations for area of specialty. Maintains currency with existing and pending relevant legislation. Assesses existing program(s) for adequacy and regulatory compliance. Develops and coordinates emergency response procedures. Oversees and assists clients in the planning and implementing of tailored safety programs. Oversees the maintenance of program-specific statistical records and administrative paperwork. Oversees and assists with the development and delivery of training for appropriate laboratory personnel and staff. Liaises with regulatory agencies and professional organizations.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Environmental Science	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	in related field(s)	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years		
	X	7 years		
	X	1 year	of supervisory experience.	

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		Occupational health experience in a university, research environment or similar setting.
X		Working knowledge of Center for Disease Control and National Institutes for Health guidelines.
	X	Extensive knowledge of Center for Disease Control and National Institutes for Health guidelines.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Associate Safety Professional (ASP)
	X		Certified Safety Professional (CSP)

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and implements one or more university safety programs that address university and regulatory requirements, as needed, for area of specialty. Establishes documents and communicates standards, guidelines, and procedures for assigned safety programs.				
Directly supervises a minimum of two full time equivalents (FTEs). Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Oversees and conducts field audits for compliance to program regulations for area of specialty. Documents results and recommends corrective action for any discovered non-compliance. Follows up as needed.				
Maintains awareness and knowledge of current changes existing and pending relevant regulations and legislation which may affect operations. Assesses existing programs for adequacy and regulatory compliance. Ensures that design of programs reflects the most recent standards and regulations, and prepares programs for future regulatory compliance, as necessary. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, as necessary.				
Develops and coordinates emergency response procedures. Ensures that emergency calls and events are responded to immediately by appropriate personnel. Ensures that proper safety methods and procedures are followed. Prepares and submits reports as required.				
Oversees and assists clients in the planning and implementing of tailored safety programs.				
Oversees the maintenance of program-specific statistical records and administrative paperwork. Ensures that required reports are prepared and submitted, as necessary.				
Oversees and assists with the development and delivery of training for appropriate laboratory personnel and staff. Recommends and monitors the professional development opportunities for staff and maintains staff records.				
Liaises with regulatory agencies and professional organizations.				

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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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/
<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/			Yes

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.