



Occupational Health & Injury Prevention Safety Specialist II Job Description

JOB INFORMATION

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| <i>Job Code:</i> | 119173 |
| <i>Job Title:</i> | Occupational Health & Injury Prevention Safety Specialist II |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | |
| <i>Job Family:</i> | Safety/Risk Management |
| <i>Job Family Group:</i> | Environmental Health and Safety |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Develops and implements Occupational Health and Injury Prevention Safety programs, including Industrial hygiene programs and medical monitoring programs, to meet university requirements. Inspects and evaluates workplace environments, equipment, or practices to ensure compliance with safety standards, public health legislation and government regulations. Performs laboratory or physical analyses of potentially toxic materials 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. Conducts incident investigations to identify causes and to determine future prevention. Manages ergonomic program and work in partnership with stakeholders as necessary. Recommends measures to help protect workers from potentially hazardous work methods, processes or materials. Maintains program-specific statistical records and administrative paperwork. Develops, implements and maintains emergency response plans or procedures. Responds to emergency calls or events and ensures that proper safety methods and procedures are followed.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |
| | X | Master's degree | |

Additional Education

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

X 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 | | 3 years | |
| | X | 5 years | |

Additional Work Experience

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

X 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. Develops and implements Occupational Health and Injury Prevention Safety programs, including industrial hygiene programs and medical monitoring programs, to meet university requirements. Establishes, documents and communicates standards, guidelines and procedures, and conducts 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. | | | | |
| Inspects and evaluates workplace environments, equipment, or practices to ensure compliance with safety standards, public health legislation and government regulations (e.g., proper ventilation, exhaust equipment, lighting). Performs laboratory or physical analyses of potentially toxic materials (e.g., dust, vapors, 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. Develops, implements and maintains industrial hygiene programs, such as noise surveys, continuous atmosphere monitoring, ventilation surveys, or asbestos management plans. | | | | |
| Investigates incidents to identify causes and to determine future prevention. Recommends measures to help protect workers from potentially hazardous work methods, processes or materials. Advises communities or institutions regarding health or safety issues. | | | | |
| Maintains program-specific statistical records and administrative paperwork. Prepares reports as requested or required. Maintains inventories of hazardous materials or hazardous wastes, using waste tracking systems to ensure that materials are handled properly. | | | | |
| Develops, implements and maintains emergency response plans or procedures. Responds to Emergency calls or events and ensures that proper safety methods and procedures are followed. Develops, conducts and promotes training sessions regarding Occupational Health and Injury Prevention Safety policies. Coordinates and tracks course attendance and completion. Assists client in planning and implementing tailored safety programs. Serves as a member of the campus-wide program safety committee. Liaises with regulatory agencies and professional organization. | | | | |

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.