

GENERAL DESCRIPTION OF CLASS

The OCCUPATIONAL SAFETY SPECIALIST 2 conducts on-site safety evaluations of a wide range of workplaces covered by the Oregon Safe Employment Act to determine if the employers are in compliance with the State occupational safety and health regulations. This can include conducting fatal accident investigations; recommending methods for correcting typical safety hazard violations; and participating in technical training to staff.

DISTINGUISHING FEATURES

This is the second level of a four-level series. This class is distinguished from the lower level by its independence in conducting inspections of workplaces covered by the Oregon Safe Employment Act. It is distinguished from the higher level by absence of responsibility for conducting complex technical inspections or complete responsibility for developing training or program presentations.

DUTIES AND RESPONSIBILITIES

- 1. Onsite Preactivities.** Typical tasks: reviews and evaluates technical literature and standards specific to the type of work processes to be evaluated; reviews and evaluates the employer's firm file and occupational injury and illness records; determines and prepares the types of measuring equipment necessary to document employee exposure and hazard severities; determines the types of personal protective equipment required to ensure personal safety; when necessary, prepares for and goes before the court to obtain a warrant to conduct a workplace evaluation.
- 2. Hazard Evaluations.** Typical tasks: conducts on-site evaluations of fixed and mobile workplaces, covered by the Oregon Safe Employment Act, evaluating areas such as workplace arrangement, employee training, and adequacy of supervision; evaluates safety programs; arrives at the workplace unannounced to conduct the evaluation; meets with top management and employee representatives to explain the purpose and scope of the evaluation; with approval of supervisor, issues a red warning notice if necessary to halt work until a hazard of imminent danger is eliminated; provides technical assistance on methods of abatement or methods to reduce hazardous conditions; performs investigations of fatalities, serious disabling injuries, and complaints alleging hazardous work conditions.
- 3. Sampling/Documentation.** Typical tasks: uses some types of air, light, sound, electrical, and physical monitoring and monitoring instruments; analyzes results to determine levels of employee exposure to hazardous conditions compared to allowable levels; calibrates and maintains instruments during evaluations.
- 4. Closing Conferences.** Typical tasks: discusses evaluation results with the employer and employee representatives; describes hazards and explains methods for controlling hazardous conditions; negotiates compliance times for correction of violations; explains employer and employee rights and responsibilities under the Oregon Safe Employment Act; notifies employer of penalty assessment if any.
- 5. Postevaluation Activities.** Typical tasks: prepares a detailed report containing a description of violations

of safety and health rules and summary of hazards not addressed by rules including proposed solutions; determines a monetary penalty assessment based on severity of injury and prepares a citation which is sent to the employer; schedules and conducts follow-up inspection to assure hazards have been corrected; provides expert testimony at informal and formal hearings to defend citations given to employers.

6. Abatement Assistance. Typical tasks: researches and keeps current on technical literature and standards for industrial processes, chemicals, and equipment associated with occupational safety and health; evaluates and recommends to employers changes in safety and health management systems, including delegation of supervision, training, accountability, control, and accident and illness investigation; provides employers with information and guidance on technical issues and methods for correcting safety and health hazards and violations; researches current safety and health regulations and makes recommendations for the promulgation of new standards and/or revision of existing standards; prepares necessary reports.

7. Training. Typical tasks: assists in preparing lesson plans and visual support for technical courses on occupational safety for agency personnel; prepares for and provides field practical application training to safety specialists and other agency personnel; evaluates progress of specialists and reviews their technical reports; assisting in the development and presentation of programs for employer and employee groups as assigned.

RELATIONSHIPS WITH OTHERS

Employees in this class are in daily contact with all levels of personnel at workplaces being evaluated to discuss occupational safety and health problems and explain how to correct identified hazards. They are in contact as needed with equipment manufacturing representatives to obtain product information and with other personnel in the occupational safety and health field to discuss new technology in hazard recognition and control. They are continually in contact with the public acting as the primary liaison between the public and the agency. Employees in this class are in contact as needed with employers and employees to conduct training programs and make public presentations and with management at all levels while providing technical assistance and evaluating safety management systems.

SUPERVISION RECEIVED

Employees in this class receive general supervision. Workplaces to be evaluated are assigned by a supervisor based on priorities established in the agency's Administrative Rules. Reports are reviewed by the supervisor for accuracy and format following each evaluation. The supervisor observes the employee conducting workplace evaluations as needed to evaluate performance.

Employees in this class use Oregon Safe Employment Law, Workers' Compensation Law, Occupational Safety and Health Act regulations, Administrative Rules, and various safety and health guidelines and manuals to interpret safety and health hazard violations. A schedule developed by the agency is used to rate severity and employee exposure to a hazard. Interpretation of this schedule results in a monetary fine which the employer must pay.

GENERAL INFORMATION

Positions are found in an agency providing a regulatory function and require the willingness to work within

the environment associated with the position's purpose. They require the willingness to climb steep terrain, steps, and ladders and to kneel, stoop, and crouch while conducting on-site evaluations. Positions also require the willingness to wear protective equipment against dust, chemicals, noise, and/or temperature extremes.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of modern developments, principles, and practices of occupational safety and health as related to the recognition and control or elimination of occupational safety and health hazards.

General knowledge of management principles as they relate to Occupational Safety and Health.

Skill in writing technical reports containing descriptions of the violation, summary of hazards, and a recommended solution.

Skill in communicating orally to discuss evaluation results, negotiate compliance times, penalty assessments, and to obtain information.

Skill in motivating employers and employees to improve workplace safety and health on their own.

Skill in conducting accident, fatality, and complaint investigations.

Skill in operating and maintaining some equipment used to measure levels of hazardous substances.

Ability to learn provisions of the Federal Occupational Safety and Health Act and the Oregon Safe Employment Act and their application.

Ability to learn techniques for the identification and evaluation of workplaces and work practices in terms of safety and health hazards and other possible adverse effects on workers.

Ability to research safety and health problems and apply the information to Oregon Safe Employment Act.

Ability to learn provisions for determining monetary penalty assessments and type of citation to be issued.

Ability to explain, in a positive nature, the reason for an evaluation and establish credibility of the program.

Ability to effectively deal with people who are nervous, and often angry, about having their workplace evaluated.

Ability to testify as an expert witness at formal hearings and to go before the court to obtain a warrant to conduct a workplace evaluation.

Ability to provide field training, evaluate progress, and review reports prepared by trainees.

Ability to develop and conduct training programs and make public presentations as a representative of the agency.

Ability to climb steep terrain, steps, and ladders and kneel, stoop, and crouch while conducting on-site evaluations.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty

performed by all positions in this class.