

## GENERAL DESCRIPTION OF CLASS

The OCCUPATIONAL SAFETY SPECIALIST 3 performs advanced professional work in the application of safety to the recognition, evaluation, and control of safety hazards to ensure employers provide safe and healthful workplaces. Employees in this class work in specialized areas including consultation, technical training, enforcement and compliance assistance, and technical codes and variances.

## DISTINGUISHING FEATURES

This is the third level of a four-level series. This class is distinguished from the lower levels by performing one or more of the following: providing technical safety consultation or compliance assistance to public and private employers on problems, processes, and work practices unique to various occupational groups; planning and conducting technical courses and training programs for agency personnel, employers and employees, and the public; providing input for the promulgation of safety rules; responding to employee complaints and requests for safety rules clarification or interpretation; performing complex safety evaluations in high hazard areas, such as high rise construction or trenching, including investigations of accidents, fatalities, or catastrophes; or acting as a team coordinator in evaluations of large or complex industries.

## DUTIES AND RESPONSIBILITIES

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below:

1. **Consultation.** Typical tasks: analyzes corporate and plant site organization and production systems through review of risk management and loss control program, in-plant medical treatment program, safety policy, employee relations system, and workplace design; interviews employees and management; prepares written report and consults verbally with corporate and plant management teams to present recommendations; formulates action plan and facilitates implementation of operational improvements.
2. **Rule Making.** Typical tasks: plans rule promulgation process to assure Federal timelines are met and that State rules related to occupational safety standards meet or exceed comparable Federal standards; researches Federal, State, and other public agency regulations, directives, standards, laws, and rules to determine affect on those regulated and compatibility of applicable rules and standards; acts as liaison to special interest groups and committees in developing rules and standards; advises hearings officer at public hearings during the promulgation of safety rules.
3. **Technical Assistance.** Typical tasks: interprets rules, standards, and laws for the private sector and the agency to create statewide uniformity; assesses economic impact of State and Federal rules on employers with regard to safety matters; serves on committees to help find solutions to safety hazards.
4. **Training.** Typical tasks: keeps current on education/training technology, performs training needs assessment, develops and coordinates training programs, provides training delivery for agency personnel, employers and employees, and the public on a statewide and/or regional basis; prepares lesson plan, including visual support for technical training courses on occupational safety for agency

personnel and the public on a statewide and/or regional basis; represents the agency on national and State occupational safety and health conferences in specialized fields of safety hazard recognition and control; prepares for and provides field practical application training to agency trainees and other agency personnel; evaluates progress of trainees and reviews technical reports prepared by trainees.

- 5. Onsite Preactivities.** Typical tasks: routinely 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 monitoring 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; works with the most difficult employers under conditions of duress.
- 6. Hazard Evaluations.** Typical tasks: conducts on-site evaluations of complex workplaces, covered by the Oregon Safe Employment Act, evaluating areas such as workplace arrangement, employee training, and adequacy of supervision; evaluates the management and structure of safety programs; arrives at the workplace unannounced to conduct the inspection; meets with top management and employee representatives to explain the purpose and scope of the evaluation; uses independent judgment in assessing imminent danger situations and requiring immediate compliance; 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 method of abatement or methods to reduce hazardous conditions; performs investigations of fatalities, catastrophes, serious disabling injuries, and complaints alleging hazardous work conditions; acts as team coordinator during some evaluations of workplaces; and makes the most difficult decisions on sampling, guarding, and other techniques where multiple factors impinge on the safety and health effects.
- 7. Sampling/Documentation.** Typical tasks: uses some types of air, light, sound, electrical, and physical detecting and monitoring instruments; analyzes results to determine level of employee exposure to hazardous conditions compared to allowable levels; calibrates and maintains instruments during evaluations; develops technical equipment maintenance and calibration procedures at Region level; serves as liaison with laboratory on equipment and sampling supplies; is responsible for coordination of regional equipment maintenance and calibration schedule and instruction of other specialists in equipment issues.
- 8. 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 employees rights and responsibilities under the Oregon Safe Employment Act; notifies employer of penalty assessment if any.
- 9. 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 evaluations to assure hazards have been corrected; provides expert testimony at informal and formal hearings to defend employer citations or provide information on occupational safety matters.
- 10. Abatement Assistance.** Typical tasks: researches and keeps current on state-of-the-art safety management principles, technical literature, standards for industrial processes, chemicals, and equipment associated with occupational safety and health; evaluates and recommends to employers changes in safety 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 report; provides technical assistance to employers, employees, and the public on issues at the leading edge of occupational safety and health; develops creative alternatives and innovative solutions for esoteric safety and health problems not addressed by published standards.

## **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 safety hazard information and with other professionals in the occupational safety and health field to discuss new technology in hazard recognition and control. They are routinely in contact with employers and employees acting as liaison between them and the agency. Employees in this class are in contact as needed with employers and employees to conduct training programs and presentations. Additionally, employees in this class work with management at all levels providing technical input and abatement assistance, and evaluation of safety and health management systems.

## **SUPERVISION RECEIVED**

Employees in this class receive minimal supervision. Workplaces to be evaluated are assigned by a supervisor based on priorities established through central administration. Reports are reviewed by the supervisor for accuracy and format. Employees are observed during workplace evaluations only as needed to evaluate performance. Training assignments are made by the supervisor and programs are reviewed as needed to evaluate performance. At the central office, program specialists receive assignments from a supervisor through verbal or written communications. Work is conducted primarily on an independent basis and is reviewed with the supervisor through periodic meetings to discuss progress, concerns, staff activities, and to plan section or regional activities.

Employees in this class use the Oregon Safe Employment Act, 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 by field specialists to rate severity and employee exposure to a hazard. Interpretation of this schedule is used to assess monetary fines for employer violations.

## **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 the Federal Occupational Safety and Health Act and the Oregon Safe Employment Act and their application.

General knowledge of management principles as it relates to Occupational Safety and Health.

General knowledge of training/education technology.

General knowledge of safety management principles.

General knowledge of consultation techniques.

Skill in identification and evaluation of workplaces and work practices in terms of safety hazards and other possible adverse effects of workers.

Skill in researching safety problems and applying the information to implementation of the Oregon Safe Employment Act.

Skill in writing detailed, technical reports to document exposures to safety hazards, violations, or controls.

Skill in communicating orally with employers, committees, special interest groups, and the public to relay information, respond to complaints, or to clarify or interpret safety rules.

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

Skill in conducting accident, fatality, and complaint investigations.

Skill in representing the agency at formal hearings and conferences as an expert in a specialized field.

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

Skill in negotiating compliance times and notifying employer of any penalty assessment.

Skill in providing field training, evaluating progress, and reviewing reports prepared by trainees.

Skill in developing lesson plans and training programs.

Skill in conducting training needs assessments.

Skill in presenting training to small and large groups.

Skill in conducting meetings and serving as a group leader on special projects (groups of staff, employers, employees, and members of the public).

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 develop and present technical training programs in a specialty field.

Ability to provide technical consultation or compliance assistance to management staff and employers.

Ability to work independently.

**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.