

TITLE OF GROUP OF CLASSES: **INDUSTRIAL SAFETY SPECIALIST**
TITLE OF CLASSES IN GROUP: **OCCUPATIONAL SAFETY** **Class Code:** **02753401**
RTK SUPERFUND **02753402**
Pay Grade: **22A**
EO: **C**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform specialized technical duties relative to the making of safety inspections, and the promotion of safety and health measures in the area of specialization indicated by the title in the class of position; to determine and/or insure compliance with acceptable safety standards governed by state safety laws, regulations, and state codes; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received; considerable latitude is allowed for the exercise of independent judgement and initiative in the performance of duties; assignments are checked upon completion through submitted written reports and, at times, conferences.

SUPERVISION EXERCISED: May exercise close supervision over subordinates who are assigned to assist on various projects.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the area of specialization indicated by the title of the class of position:

To perform specialized investigatory work relative to the making of annual or periodic safety inspections in the public sector; and to insure abatement and compliance with occupational safety and health codes and standards, and discover and promote the elimination of hazardous working conditions and practices which might impair health, safety and welfare of employees; to act as a consultant to various agencies and municipalities in establishing a comprehensive safety program which will correct or eliminate unsafe or unhealthful work practices in the workplace; to conduct conferences with administrative personnel; to coordinate safety inspections; to advise and assist the safety compliance officer performing such duties as may be required during the course of inspection; to assist in establishing a comprehensive safety program relating to the Mine Safety and Health Administration; to conduct classes in occupational safety, as required by law, as an integral part of the training program of all employees

To perform specialized investigatory work relative to making periodic inspections in the private and public sector to determine compliance with the Rhode Island Hazardous Substance RTK Law; to investigate employees' complaints; to review employer RTK programs; to assist employers in obtaining MSDS from suppliers; to conduct workshops and training seminars with employers, employer organizations and employee groups; to assist the general public by informing them of their rights and responsibilities under the Rhode Island Community Right-to-Know Law, obtaining information requested by the general public under the Rhode Island Community Right-to-Know Law, obtaining information requested by the general public under the Rhode Island Community Right-to-Know Law, and to collect annual registration fees; to assist employers, local planning districts, and local fire departments to implement and comply with Title III of the Superfund Amendment and Reauthorization Act.

To advise and assist office personnel in handling correspondence.

To advise and assist employers through written and verbal communication.

- To inform employees of their rights.
- To assist employees in obtaining information on hazardous substances from their employer.
- To assist treating physicians and other medical personnel in obtaining information from employers concerning employee exposure to hazardous substances.
- To do research on microfiche.
- To do related work by use of computer terminals.
- To assist in annual mailings of registration forms and correspondence for RTK and Title III.
- To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: In the area of specialization indicated in the title of position: a thorough knowledge of and the ability to interpret state safety statutes, regulations and codes as they relate to the Rhode Island Hazardous Substance Law, Occupational Safety and Health, and Superfund Title III legislation; the ability to ability standard methods, principles, practices and techniques of inspections as they apply to the Right-to-Know (Hazardous Substance Law), Occupational Safety and Health Codes, and other standards promulgated under Code of Federal Regulations; the ability to establish and maintain good working relations with labor officials, labor group, employers, contractors and their agents; the ability to prepare accurate and concise reports of findings along with recommendations; the ability to consult with employers, employees, contractors and their agents and make recommendations to assist them in eliminating safety hazards or embarking on accident prevention programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through graduation from a senior high school or vocational technical institute, including or supplemented by courses in the area of specialization indicated by the title in the class of position; and

Experience: Such as may have been gained through: as required, in the area of specialization indicated by the title in the class of position; considerable experience working with the Hazardous Substance Law, or considerable experience assisting employers to comply with safety regulations; considerable employment as a safety compliance officer or field investigator; or, considerable employment in a supervisory capacity involving participation in safety programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 12, 1989

Editorial Review: 3/15/03