

CLASS TITLE: SAFETY COMPLIANCE OFFICER

Class Code: 02202200
Pay Grade: 16A
EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To make inspections of factories, industrial plants, and mercantile establishments to determine compliance with state occupational safety laws, codes, and standards, and consult with and aid management in the planning of safety measures and use of safety devices; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom are received general and specific work assignments; work is reviewed for compliance with laws, rules, policies and/or instructions.

SUPERVISION EXERCISED: Usually none; may on occasion give instructions to clerical personnel who type reports.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To visit factories, industrial plants, and mercantile establishments and make inspections to determine compliance with state occupational and health safety laws, codes, and standards, and discover and promote the elimination of hazardous working conditions and practices which might impair the health, safety, and welfare of employees.

To inspect mechanical and physical operating conditions, lighting systems, exhaust and ventilating systems, fire escapes, and sanitary conditions of restrooms and washrooms, and fire safety equipment such as: fire hoses, sprinkler systems, and extinguishers to insure their operating efficiency and to make reports and recommendations thereon.

To conduct classes in occupational safety as required by law as an integral part of the training program for first-aid workers at plants.

To confer with and aid employers in planning for the elimination of existing of potential safety hazards and promoting the establishment of safety programs planned to provide visual and oral instructions on safe and healthful working conditions and practices.

To conduct investigations of accidents by making field visits to the location and gather information from personal observations and interviews of witnesses, and make written reports and recommendations thereon for the prevention of recurrence of such accidents.

To make inspections of painters' rigging, as required, and determine compliance with the State Safety Code for Structural Painting and Painters' Rigging.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of Rhode Island occupational safety and health laws, codes, and standards governing the working conditions in factories, industrial plants, and mercantile establishments; and the ability to apply such knowledge in order to detect any violations which might prove detrimental to the health or safety of employees; a working knowledge of safety devices and equipment used in factories and industrial plants; a familiarity with the design and construction of mechanical equipment; the ability to prepare accurate and concise written reports; the ability to establish and maintain effective working relations with owners or representatives of business enterprises; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment as a safety officer in a manufacturing or mercantile establishment or public agency; or employment in a supervisory capacity in one of the trades 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: June 8, 1975

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