SAFETY SPECIALIST

Objective

- Prevent, reduce, and eliminating harm, injury or illness in the work environment.
- Assist in the development and maintenance of a safe environment.
- Calmly and methodically manage emergency events.

Position Summary

The Safety Specialists instructs and provides technical direction/supervision of employees engaged in asbestos removal, hazardous waste disposal, Integrated Pest Management (IPM), and other general maintenance work subject to occupational safety and health federal and state regulations. He/she leads employees in one or more specialty areas including planning, scheduling, and monitoring projects. Serves as information resource and advisor to the Facilities Department with asbestos removal and hazardous waste disposal. Oversees safe procedures pertaining to specified programs.

Supervisory Relationship

The Safety Specialists reports to the Director and/or other administrative/supervisory personnel as delegated for guidance and direction. Oversee the work of other maintenance personnel pertaining as it relates to safe work practices and safe working conditions and environment. Designated lead worker and advisor to employees engaged in asbestos removal and hazardous waste disposal projects.

Distinguishing Characteristics

1. This classification is distinguished from other classifications by the requirement for comprehensive knowledge in maintenance work techniques and practices and associated safety issues. Positions in this classification are allocated in the Facilities Management Department. Although safety issues are District-wide and administration of safety regulations are coordinated with the Human Resources Department/Risk Management Program and the District in general, positions in this classification plan and implement safety programs in conjunction with but independent of the Risk Management program.

2. This classification is further distinguished by its lead worker responsibilities and advisory role in determining method of work conducted by others with specific emphasis on hazardous waste, IPM, Indoor Air Quality (IAQ), Fire & Life Safety, and asbestos abatement.
Essential Functions

- **Asbestos Removal Management Program (Requires certification as an inspector/management planner and project designer.)**
  
  o Develop, implement and maintain an Asbestos Management Plan for each district building as mandated by the Asbestos Hazard Emergency Response Act.
  
  o Inspect and sample all district buildings for asbestos containing material.
  
  o Develop and implement work procedures, practices and techniques which meet federal, state and District safety regulations.
  
  o Jointly with the District Risk Manager, conducts safety inspection to ensure safe work practices and accident preventive precautions are adhered to. Investigate injuries/illnesses and initiate corrective and preventive actions.
  
  o Write or otherwise develop technical bid specifications for contracted asbestos removal and re-insulation and other put-back projects.
  
  o Manage the bid process and recommend awards. Inspect contracted services for conformance to bid specifications.
  
  o Provide information concerning the District's asbestos program to staff, parents, students, regulatory agencies, interested community members, other school districts and the general public.
  
  o Serve as the point of contact to Lane Regional Air Pollution Agency (LRAPA) and other agencies on compliance issues, and as Local Education Designated (LEA) to Oregon Department of Education (ODE).
  
  o Take bulk samples and air samples as needed to determine presence of asbestos fibers, and may perform other asbestos removal/abatement work as required (see Asbestos Technician and Asbestos Technician Specialist classifications.)

- **General Safety Program (Requires experience in one or more areas in the occupational safety field.)**
  
  o Provide training and instruct Facilities Management staff and custodians on occupational safety and health.
  
  o Maintain records of training as required by law.
  
  o Jointly with the District Risk Manager, investigate accidents, recommend corrective actions, and maintain records.
o Serve as an information resource and provide technical expertise in the area of safe work environment and practices.

o Conduct or supervise gas free engineering for personnel who enter confined spaces space entry protocol (i.e. sewage dry wells, underground storage tanks, utility tunnels & chases, etc.)

o Determine need for personal protective equipment and clothing, respiratory protection equipment, and other safety equipment. Ensure first aid supplies and first aid kits are provided and adequately placed in conformance with regulations.

o Maintain and protect confidentiality of personnel records dealing with occupational illnesses and accidents, hearings and periodic physical examinations.

o Respond to general safety questions and inquiries.

o Coordinate safety programs and routine building inspections with the Risk Management Program.

o Perform other safety management responsibilities within the general framework of safety planning, accident prevention, safety awareness, and OSHA regulations.

C. District-wide Duties and Responsibilities (Requires experience and/or training comparable to a competent Hazardous Material Specialist as defined in OSHA 29 CFR 1910.120.)

o Plan, coordinate, and schedule the proper disposal of hazardous waste generated by the District in compliance with all applicable Federal, State, and local regulations. Maintain records of hazardous waste shipments.

o Provide first response to any release of hazardous waste materials. Inspect and determine problems and take corrective actions. Document incidents and report to proper authority.

o Jointly with District Risk Manage/Administrator conduct annual inspections and accompany regulatory officials on building inspections. Initiate and document corrective actions based on these inspections.

o Respond to, investigate, and follow-up on Indoor Air Quality issues and corrective actions.

o Manage the inspection and maintenance process for fire extinguishers and kitchen exhaust hood extinguishing systems.
o Participate in emergency and disaster planning on community, district, and building levels, including interface with other agencies.

o Participate in earthquake preparedness planning, including the identification of non-structural earthquake hazards.

o Advise on chemicals and pesticide usage for the. Chair the Landscape Management Advisory Committee Integrated Pest Management Program (IPM) which deals with the efforts to maintain the safest and most sustainable buildings and grounds possible with minimum pesticide use of chemicals.

o Maintain and update the collection of Material Safety Data Sheets for all hazardous products in use by District staff, and ensure that a complete updated set of the information is in every district building.

o Perform other related work as required, including lead worker responsibilities and activities associated with the District's risk management/loss control efforts.

o Perform other related maintenance and safety management

Required Knowledge, Skills and Abilities

- Possession of certifications pertaining to the Asbestos Abatement Program, Hazardous Waste Program, and any other maintenance programs to be assigned required.

- Knowledge of general methods and techniques related to safe work practices and occupational safety and health programs. General knowledge of the Federal Occupational Safety & Heath Act (OSHA) and the Oregon Safe Employment Act (OSEA).

- Working knowledge of safety codes, standards, concepts, and principles required.

- Strong interpersonal communication skills and ability to communicate effectively, both orally and in writing.

- Ability to perform accurate arithmetic computations and maintain accurate records. Ability to develop safety reports and provide recommendations based on supporting data and information.

- Ability to instruct and train other staff members on safety issues and requirements.
- Leadership skill in ensuring that proper safety equipment/clothing are used and work is performed in a safe manner required.

- Knowledge of safety monitoring equipment and the operation thereof (such as air sampling equipment, negative air machines, etc.)

- Ability to effectively interact with, and develop cohesiveness among, staff, parents, administrators, and the general public.

- Ability to respond to emergency situations in a calm and analytical manner. Ability to take immediate corrective actions in emergencies.

- Knowledge of chemical storage practices.

- Ability to recharge fire extinguishers and knowledge and ability to maintain fire extinguisher records.

- Ability to investigate and resolve indoor air quality issues.

- Knowledge of IPM laws, policies, and practices.

**Minimum Qualifications**

*Education*

Training and certifications in occupational health, safety or a related discipline.

*Experience*

1. Five (5) years of experience in the field of safety management or occupational safety.

2. Possession of or the ability to obtain all required state certifications or credentials in the areas of asbestos removal (inspector/management planner and project designer) and/or hazardous materials handling (as defined by OSHA 29 CFR 1910.120.)

3. Or any combination of education and experience that will yield the experience and education required. The Department of Human Resources is the only department authorized department to conduct such an analysis.

**Work Environment**

Working with and within environments containing chemicals and other hazardous materials with exposure to an average range of hazards from mechanical, electrical, chemical, or biological sources. May be required to work additional hours and over weekends in the event of emergency situations.
## ADDITIONAL INFORMATION

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<tr>
<th>Employee Unit</th>
<th>OSEA - Classified</th>
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<tr>
<td>Pay Grade</td>
<td>Grade 15</td>
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<tr>
<td>Developed by</td>
<td>Jon Lauch, Director of Facilities and Dr. Celia Feres-Johnson, Director of Human Resources</td>
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<td>Approved by</td>
<td>Jon Lauch, Director of Facilities and Dr. Celia Feres-Johnson, Director of Human Resources</td>
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<td>Last revised</td>
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