

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Safety & Health Inspection

SERIES NO.:

2443

MAJOR AGENCIES: Transportation, Mental Health,
Mental Retardation/Developmental Disabilities, Rehabilitation &
Correction, Job & Family Services**EFFECTIVE DATE:**

01/09/2005

SERIES PURPOSE:

The purpose of the safety & health inspector occupation is to conduct safety, health & fire inspections of institutional living conditions &/or work sites for safety hazards.

At the first three levels, incumbents conduct or monitor safety & health inspections, vehicular accident investigations, personal accidents, injuries & incidents or combination thereof.

At the expert level, incumbents coordinate, monitor & evaluate statewide vehicle accident reporting & investigation program for all transportation districts.

At the highest level, incumbents supervise safety & health inspectors & clerical support staff in one district, or maintain security & ensure health & safety of bureau employees & customers at central office location & local employment offices/customer service centers throughout state & supervise assigned staff.

Note: Geographic area of central office considered a district.

CLASS TITLE

Safety & Health Inspector 1

CLASS NUMBER

24431

PAY RANGE

28

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of governmental regulations & departmental guidelines for safety, health & fire inspections in order to conduct inspections of living conditions, work sites, equipment, vehicular accidents, personal accidents, injuries & incidents or combination thereof & recommend corrective action for assigned district (i.e., can be more than one per district) or institution or one state agency.

CLASS TITLE

Safety & Health Inspector 2

CLASS NUMBER

24432

PAY RANGE

29

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of governmental regulations & departmental guidelines for safety, health & fire inspections in order to monitor safety & health inspections conducted by lower-level safety & health inspectors in multiple districts or all central office locations of Department of Transportation or multiple institutions & train safety & health personnel.

CLASS TITLE

Safety & Health Compliance Inspector

CLASS NUMBER

24433

PAY RANGE

30

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The second advanced level class works under direction & requires considerable knowledge of governmental regulations & departmental guidelines for safety, health & fire inspections in order to conduct inspections of all state agencies & work sites that vary from serious high hazard processes to low-risk practices to determine compliance.

CLASS TITLE

Safety Officer

CLASS NUMBER

24434

PAY RANGE

12

EFFECTIVE

06/22/1990

CLASS CONCEPT:

The expert level class works under direction & requires thorough knowledge of governmental regulations & departmental guidelines governing motor vehicular operations in order to coordinate, monitor & evaluate statewide motor vehicle accident reporting & investigation program for all districts.

CLASS TITLE

Safety & Health Supervisor

CLASS NUMBER

24435

PAY RANGE

13

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works general direction & requires thorough knowledge of governmental regulations & departmental guidelines governing safety, health & fire inspections & motor vehicle accident investigations or Department of Job & Family Services property (i.e., central office location & local employment offices/customer service centers throughout state) in order to supervise safety & health inspectors & clerical staff in one assigned district & oversee safety & health inspection & vehicular accident investigation activities, or in Department of Job & Family Services, maintain security of department property, employees & customers & ensure health & safety of department employees & customers at central office location & local employment offices/customer service centers throughout state & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Safety & Health Inspector 1	24431	07	03/26/1990	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Inspects living conditions, work sites, equipment, vehicular accidents, personal accidents, injuries & incidents or combination thereof in one institution or district or one state agency for safety, health & fire hazards & compliance with governmental regulations & departmental guidelines & recommends corrective action.

Conducts safety training meetings for satellite facility employees, explaining new laws & existing regulations via lectures, films & other types of visual aids; distributes posters & other educational material concerning safety; maintains teaching tools, lesson plans & supply of fire extinguishers to be used by students; conducts periodic fire drills or other safety drills.

Prepares inspection & investigation reports, forms & material for presentation at hearings, committee meetings, or court hearings; reviews accident reports to detect trends; assists employees in completing accident reports, injury claims & disability & workers' compensation forms; conducts hazard communication training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of governmental regulations & departmental guidelines for industrial safety, health & fire inspections; employee training & development*; interviewing*; public relations*; industrial safety & health inspection procedures & techniques*. Skill in operation of audio-visual equipment*; use of fire extinguisher*; operation of industrial hygiene monitoring equipment*. Ability to define problem, collect safety & health data & determine violations; prepare inspection reports & maintain accurate satellite facility records; prepare & deliver speeches before specialized audiences; recognize safety warnings.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major program core coursework in environmental health; must be able to provide own transportation.

-Or 12 mos. exp. in conducting safety, health & fire inspections of work sites or residential care facilities or personal accident & injury investigations &/or vehicular accident investigations; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, dust, dangerous machinery & hazardous materials; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Safety & Health Inspector 2	24432	07	01/09/2005	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors safety & health inspections conducted by lower-level safety & health inspections in multiple districts or central office locations of Department of Transportation (i.e., Central Garage, Warehouse, Communications, equipment management, sign shop, test lab, aviation & main office building currently at 1980 W. Broad Street) or multiple institutions, reviews safety, health & fire programs implemented for potentially dangerous conditions & recommends corrections according to governmental occupational safety & health regulations & departmental guidelines.

Provides safety training & counseling to lower-level safety & health inspectors on hazard recognition, governmental regulations, departmental guidelines & other related laws; develops & provides training for central office personnel on safety & health-related issues; travels to satellite locations to investigate hazardous work practices or accident claims; interviews claimants & witnesses to gather data on incident; advises safety & health inspectors at satellite locations of proper corrective measures; performs facility & vehicle inspections for central office locations.

Organizes material & data & prepares reports on inspections; conducts research on safety & health matters as requested; attends seminars to update knowledge of governmental regulations & inspection techniques; conducts hazard communication training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of governmental regulations & departmental guidelines for industrial safety, health & fire inspections; employee training & development; interviewing; public relations; safety & health inspection procedures & techniques. Skill in operation of motor vehicle; operation of audio-visual equipment; use of fire extinguisher; operation of industrial hygiene monitoring equipment. Ability to define multiple problems, collect safety & health data & recommend corrective action; prepare & deliver speeches before specialized audiences; recognize safety warnings; prepare inspection reports & maintain departmental safety & health records.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major program core coursework in environmental health; 6 mos. exp. in conducting safety, health & fire inspections of work sites or residential care facilities or personal accident & injury &/or vehicular accident investigations; must be able to provide own transportation.

-Or 18 mos. exp. in conducting safety, health & fire inspections of work sites or residential care facilities or personal accident & injury investigations &/or vehicular accident investigations; must be able to provide own transportation.

-Or 12 mos. exp. as Safety & Health Inspector 1, 24431; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, dust, dangerous machinery & hazardous materials; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Safety & Health Compliance Inspector	24433	07	03/26/1990	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently conducts health, safety & fire inspections of all state agencies & work sites that vary from serious, high hazard processes to low-risk practices (i.e., migrant labor camp inspections; walk-through inspections of work-sites; limited industrial hygiene surveys using direct reading scientific sampling & measuring equipment such as drager pump, velometer, sound level meter & calibrator, biomedical probe, camera & tape measure) to determine compliance with state &/or federal laws, codes, rules & record keeping procedures, observes work operations & documents hazardous conditions & conducts follow-up inspections to ensure compliance with abatement periods.

Serves as liaison between department & businesses, social organizations & other agencies; prepares & delivers speeches & lectures before public & private sector industries; testifies at court hearings & trials; conducts interviews with public employer & employees regarding health & safety measures; advises public-employer safety representatives & operators of migrant labor camps on job safety improvement programs; conducts conferences with employer & employee representatives & supplies representatives with information concerning safety & health standards & codes.

Conducts investigations of public-employee related accidents, confidential complaints, death & fatalities at work sites to determine cause or probable factor or validity of complaint (e.g., interviews witnesses, takes statements, gathers information, inspects accident scene), gives advice to prevent reoccurrence, issues non-serious citations when warranted, conducts follow-up investigations of cited violations & prepares reports pertaining to complaints, deaths, accidents & fatalities.

Trains lower-level safety & health personnel, explains proper procedures & inspection techniques (e.g., inspection of electrical systems, fire safety & machine guarding), explains proper use & storage of direct reading measuring & sampling equipment; conducts hazard communication training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of governmental regulations & departmental guidelines for industrial safety, health & fire inspections; employee training & development; interviewing; public relations; industrial safety & health inspection procedures & techniques. Skill in operation of motor vehicle; operation of direct reading scientific measuring & sampling devices (i.e., drager pump, velometer, sound level meter, calibrator, biomedical probe, camera & tape measure). Ability to prepare & deliver speeches before general public & private sector industries; reviews safety records, surveys hazard sites & writes inspection reports; handle sensitive inquiries from & contacts with officials & general public; recognize hazardous environments.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate major program core coursework in environmental health; 6 mos. in conducting safety & health inspections of work sites; must be able to provide own transportation.

-Or 12 mos. as Safety & Health Inspector 1, 24431; must be able to provide own transportation.

-Or 18 mos. in conducting safety, health & fire inspections of work sites; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, dust, dangerous machinery & hazardous materials; requires extensive travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Safety Officer	24434	EX	06/22/1990	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates, monitors & evaluates statewide motor vehicle accident reporting & investigations programs for all districts to ensure compliance with motor vehicle accident reporting regulations & departmental policies & procedures, reviews vehicular accident reports to determine violation of directives & whether disciplinary action is warranted, supplies district offices with agency personnel driving records involved in accidents, incidents or citations under review for disciplinary action, monitors state-wide review system of districts' accident claims to ensure investigations are accomplished within required time frames, conducts fact finding interview of accident personnel & notifies interested parties of decisions.

Answers inquiries from employees, insurance companies, claimants & general public concerning state vehicle & equipment accidents & unsafe conditions on state routes; directs accident reports to state insurance program for possible liability payment; acts as liaison between transportation districts, central office & self-insurance program & ensures accurate reporting of liability claims.

Assists in training district safety & health inspectors on new procedures or techniques; conducts periodic seminars for all district & central office safety, health & fire inspectors on vehicular accident reporting & investigations.

Coordinates retention of computerized driving records & microfilm program of agency personnel from date of hire to termination; prepares periodic vehicle accident frequency report for state-wide distribution; obtains law enforcement reports & prepares necessary records.

MAJOR WORKER CHARACTERISTICS:

Knowledge of governmental regulations & departmental guidelines concerning vehicular operations*; employee training & development; public relations; vehicular investigative procedures & technique*; statistics*; interviewing. Skill in operation of motor vehicle; operation of computer equipment. Ability to review vehicular accident records, determine agency violation & direct report to appropriate investigative body; handle sensitive inquiries from & contacts with officials & general public; prepare & deliver speeches before specialized audiences; monitor departmental vehicular accident records.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. in insurance or law enforcement field conducting vehicular accident investigations; must be able to provide own transportation.

-Or 2 yrs. exp. as Safety & Health Inspector 2, 24432 with Department of Transportation; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, dust, dangerous machinery & hazardous materials; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Safety & Health Supervisor	24435	EX	01/09/2005	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises safety & health inspectors & clerical staff in one assigned district & oversees safety & health inspection & vehicular accident investigation activities, or in Department of Job & Family Services, maintains security & ensures health & safety of department employees & customers at central office location & local employment offices/customer service centers throughout state, in conjunction with administrative staff, establishes policies & procedures for agency & other loss prevention & control measures (e.g., identifies sources of loss & risk due to accidents, fire, theft & criminal acts), reviews & analyzes accident reports, security reports & activity logs, reviews & analyzes reports of safety inspections by regulatory agencies (e.g., Occupational Safety & Health Administration; Bureau of Workers' Compensation; Fire Marshal), reviews relative laws & policies & recommends changes, determines personnel, equipment & supply needs & prepares necessary budget & supervises assigned staff.

Directs & reviews investigation of workers' compensation claims & vehicle/equipment accidents; reviews investigation reports & recommends corrective action to administrator/director; determines if claims are preventable or disallowable; recommends appropriate disciplinary action, lump sum settlements or determines percentage of disability for claim; oversees evacuation plan & conducts periodic drills, & manages district programs to include hazardous waste storage, shipping & spill containment (i.e., authority to quarantine areas & direct clean up operations), storage of radioactive materials & containment of radiation leaks, on-going commercial driver's license training programs, monitoring confidential driving records of staff to ensure which operators possess appropriate licenses, endorsements & ensures compliance with license restrictions; works closely with division directors, department heads & local office managers regarding security procedures & to ensure compliance with applicable safety, fire safety, health & building codes & other applicable codes of safety, laws & regulations; serves as liaison with various federal, state & local agencies regarding security & safety & health activities.

Assists administrator/director in preparing training for safety personnel, labor-management safety committee training, & county superintendent's maintenance seminars; prepares periodic training for safety, health & fire inspection personnel & orients new employees according to governmental regulations & departmental guidelines; interviews & hires applicants; arranges training for staff; completes performance evaluations; recommends disciplinary action; develops instructional manuals governing security, safety & health procedures.

Serves on satellite joint labor-management safety committee; attends seminars to update knowledge of governmental regulations & inspection techniques, conducts & coordinates facility level hazard communication training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety & health, public administration or related field; governmental regulations & departmental guidelines for industrial safety, health & fire inspections; supervisory principles/techniques*; employee training & development; public relations; industrial safety & health inspection procedures & techniques. Skill in operation of motor vehicle; operation of audio-visual equipment; operation of industrial hygiene monitoring equipment. Ability to prepare & deliver speeches before specialized audiences; review safety & health & vehicular accident report data to determine preventability & recommend corrective action; supervise retention of district safety & health & vehicular accident records; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in safety & health, public administration or related field; must be able to provide own transportation.

-Or 12 mos. exp. as Safety & Health Inspector 2, 24432; must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in conducting safety, health & fire inspections & personal injury & accident investigations; must be able to provide own transportation.

-Or 48 mos. as Safety Officer, 24434 & completion of Certified Fire Inspector II training given by State Fire Academy; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, dust, dangerous machinery & hazardous materials; requires travel.