

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

Industrial Safety Consultant

SERIES NO.:

2448

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

07/02/2000

SERIES PURPOSE:

The purpose of the industrial safety consultant occupation is to provide worksite consultative visits with employers, perform safety surveys & conduct safety training in order to determine employer's compliance with applicable safety regulations & assist employers to improve safety measures in the workplace.

At the lowest level, incumbents receive training in safety inspection & investigation procedures.

At the middle levels, incumbents conduct safety surveys & investigations of increasing complexity to identify hazardous & unsafe work practices & to develop & assist employers to implement appropriate safety programs.

At the higher levels, incumbents coordinate safety inspection & training services of division or supervise lower-level industrial safety consultants in the performance of safety surveys & safety training.

These duties pertain specifically to reviewing industrial facilities for mechanical engineering problems which pose possible threat of injury to human extremities. Sampling & measuring responsibility is limited; no chemical analysis or assessment of extent of physiological damage to humans is performed. Incumbents in the industrial safety hygienist series perform analysis of these conditions.

CLASS TITLE:

Industrial Safety Consultant 1

CLASS NUMBER:

24481

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of safety practices & industrial &/or construction equipment & environmental conditions in workplace in order to receive training in safety inspection practices & procedures required to identify hazardous & unsafe work practices.

CLASS TITLE:

Industrial Safety Consultant 2

CLASS NUMBER:

24482

EFFECTIVE DATE:

07/02/2000

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of industrial &/or construction safety practices & safety inspection practices & techniques in order to independently perform routine safety surveys, conduct accident investigations & provide safety consultative services to employers to assure employer's compliance with applicable state & federal safety regulations.

CLASS TITLE:

Industrial Safety Consultant 3

CLASS NUMBER:

24483

EFFECTIVE DATE:

07/02/2000

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of state & federal safety regulations, safety practices & inspection techniques in order to conduct safety surveys & investigations of industrial &/or construction worksites with complex & exceptional problems to determine employer's compliance with applicable safety regulations & to assist employers to improve safety measures.

CLASS TITLE:

Industrial Safety Consultant Specialist

CLASS NUMBER:

24484

EFFECTIVE DATE:

12/29/2002

CLASS CONCEPT:

The expert level class works under direction & requires extensive knowledge of industrial &/or construction safety practices, safety regulations & inspection techniques, safety training & safety program development in order to consult with top management representatives of companies.

CLASS TITLE:

Industrial Safety Consultant Supervisor

CLASS NUMBER:

24485

EFFECTIVE DATE:

01/29/2001

CLASS CONCEPT:

The supervisory level class works under general direction & requires extensive knowledge of physical sciences or engineering, industrial & construction safety practices, safety inspection techniques & safety regulations in order to supervise industrial safety consultants, determine employers to be surveyed & provide technical expertise to subordinates & employers regarding very complex technical problems at worksite & appropriate accident prevention measures.

CLASS TITLE: Industrial Safety Consultant 1	CLASS NUMBER: 24481	BARGAINING UNIT: 007
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EFFECTIVE DATE:
03/26/1990

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.)

Receives training in safety inspection practices & procedures in order to identify hazardous & unsafe work practices, operation & maintenance of measuring & sampling equipment (e.g., sound level meter, draeger pump, velometer, gill, camera, biomedical probe, woodhead) & in presentation of services offered by division, assists higher-level consultants to perform industrial &/or construction inspections (e.g., notes hazardous & unsafe work practices; tests for gases, fumes & measures air flow), prepares survey reports noting violations & notifies industrial safety hygienists of identified problems & meets with employers to make suggestions to ensure compliance or to conduct interview to determine services needed.

Assists higher-level consultant or conducts accident investigations to determine causes (e.g., interviews employee, claimant & others involved in accident to gather details) & completes reports to include suggestions to eliminate unsafe conditions.

Participates in &/or conducts safety meetings & lectures; attends staff meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices; addition, subtraction, multiplication, division, fractions & percentages; interviewing principles & techniques*; public relations; safety inspection practices & procedures*; federal &/or state safety laws*. Skill in operating sound level meter, draeger pump, velometer, gill, camera, biomedical probe & woodhead*; operation of shop, hand & power tools & construction equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; complete routine forms & inspection reports; gather, collate & classify data; handle sensitive face to face inquiries & contacts with public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages & reading & writing common English vocabulary; 6 mos. trg. or 6 mos. exp. in safety practices; 6 mos. trg. or 6 mos exp. in use of shop, hand & power tools & construction equipment; 1 course or 3 mos. exp. in public relations; valid driver's license.

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

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

Successful completion of required training program as determined by employing agency.

UNUSUAL WORKING CONDITIONS:

Requires travel; occasionally exposed to toxic substances; exposed to dangerous machinery.

CLASS TITLE: Industrial Safety Consultant 2	CLASS NUMBER: 24482	BARGAINING UNIT: 007
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EFFECTIVE DATE:

07/02/2000

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 on-site consultative visits with employers (e.g., provides data concerning federal regulations & procedures & employer's obligations to provide safety measures at worksites; reviews employer's records & safety programs to make suggestions for improvement; interprets five year premium cost study & accident analysis), performs routine safety surveys of construction &/or industrial sites in order to determine employer's compliance with state & federal safety regulations (i.e., walks through worksite & visually notes hazardous conditions & unsafe work practices), offers interim solutions to problems until industrial safety hygienist performs inspections & determines long range solutions, prepares summary of finding, refers surveys to hygienists or others as necessary.

Conducts investigations of accidents at worksites to determine cause (e.g., interviews employer, claimant, witnesses, medical personnel & others to take statements; makes copies of medical reports & life squad records; photographs accident sites), prepares reports & makes suggestions in order to eliminate unsafe conditions; participates in safety training seminars.

Investigates employee complaints to determine validity (e.g., surveys worksite where complaint originated to determine employer compliance or non-compliance with regulations), prepares report of findings & maintains liaison with employer when complaint is valid.

Prepares other required reports (e.g., accountability, activity, expense, travel); maintains files.

Assists in or conducts safety meetings; attends staff meetings, briefings, seminars & required training sessions; delivers lectures; provides guidance on work-related problems to entry-level consultants.

MAJOR WORKER CHARACTERISTICS:

Knowledge of industrial &/or construction safety practices; public relations; safety inspection practices & techniques; applicable federal &/or state safety regulations; safety training*; interviewing; statistics. Skill in operating woodhead, glit, biomedical probe, draeger pump, sound level meter, velometer, smoke tubes & camera. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare survey &/or investigative report; gather, collate & classify data; handle sensitive telephone & face to face inquiries & contacts with public & government official; arrange items in numerical or alphabetical order.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. commensurate with program area to be assigned per approved position description in industrial &/or construction safety practices; 6 mos. trg. or 6mos. exp. in safety inspection practices & techniques & applicable federal &/or state safety regulations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in statistical analysis; 6 mos. trg. or 6 mos. exp. in operating measuring equipment (e.g., woodhead, glit, biomedical probe, draeger pump, sound level meter, velometer, smoke tubes & camera); valid driver's license.

-Or 6 mos. exp. as Industrial Safety Consultant 1, 24481; valid driver's license.

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

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

Successful completion of required training program as determined by employing agency.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to dangerous machinery; occasionally exposed to toxic substances.

CLASS TITLE: Industrial Safety Consultant 3	CLASS NUMBER: 24483	BARGAINING UNIT: 007
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EFFECTIVE DATE:

07/02/2000

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.)

Conducts safety surveys on targeted industrial &/or construction worksites with complex & exceptional problems (e.g., wrecking companies, construction, industries using carcinogens, secondary metals, mutagens, teratogens or toxicants with diverse potential for inducing physiological impairment), visually identifies hazardous work conditions & unsafe work practices, operates scientific reading equipment to perform limited industrial hygiene surveys (i.e., takes samples for laboratory analysis, but does not perform necessary chemical analysis or evaluate physiological impact of substances on humans) & prepares technical report of survey findings, consults with employers to discuss identified hazards, unsafe work practices & methods to eliminate violations, makes referral to other professional staff personnel when situation warrants (e.g., professional engineers, industrial safety hygienists), provides employers with information concerning regulations applicable to worksite, reviews employers safety records & makes recommendations for improvement & conducts safety training seminars.

Investigates worksite accidents to determine causes (e.g., interviews employer, claimant & other involved parties for details; reviews medical reports) & prepares report; conducts investigations of employee complaints to determine validity; provides guidance on work-related matters to lower-level industrial safety consultants (e.g., trains in usage of measuring equipment; assists in identifying complex mechanical & environmental hazards such as hazardous manufacturing equipment & electrical systems).

Compiles required reports (e.g., travel, expense, accountability) & maintains files; attends meetings & safety seminars; gives speeches before public & private agencies & vocational schools; attends training seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of industrial &/or construction safety practices; safety inspection practices & procedures; safety training techniques; applicable federal &/or state safety regulations; interviewing techniques; employee training & development*; public relations; statistics. Skill in operating sound level meter, draeger pump, velometer, glit, camera, woodhead, biomedical probe. Ability to define problems, collect data establish facts & draw valid conclusions; prepare technical survey &/or investigative reports; gather, collate & classify data; prepare & deliver speeches/lectures before public & technical audiences; arrange items in numerical or alphabetical order; complete routine forms; handle sensitive telephone & face to face contacts with industrial management personnel & public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. commensurate with program area to be assigned per approved position description in industrial &/or construction safety practices; 12 mos. trg. or 12 mos. exp. in safety inspection practices & techniques & applicable federal &/or state safety regulations; 12 mos. trg. or 12 mos. exp. in operating measuring equipment (e.g., woodhead, glit, biomedical probe, draeger pump, velometer, sound level meter, smoke tubes); 1 course or 3 mos. exp. in statistical analysis; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in technical writing; valid driver's license.

-Or 6 mos. exp. as Industrial Safety Consultant 2, 24482; valid driver's license.

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

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

Successful completion of required training program as determined by employing agency.

UNUSUAL WORKING CONDITIONS:

Requires travel; occasionally exposed to toxic substances; exposed to dangerous machinery.

CLASS TITLE: Industrial Safety Consultant Specialist	CLASS NUMBER: 24484	BARGAINING UNIT: 007
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EFFECTIVE DATE:

12/31/2000

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.)

Consults with top management representative of companies (e.g., participates in development of safety culture; explains loss prevention & company costs & related statistical information regarding accident loss performance to include Bureau of Worker's Compensation Actuarial Exhibit & related fiscal forms), analyzes company's work history & records to assist, develop, implement & evaluate changes to modify workplace safety & health processes, helps perform & teach employers how to conduct serious accident & injury investigations to include fatalities in assigned companies when requested by company; reviews & analyzes reports relative to status of enrollment in BWC Loss Prevention Loss/Control Programs (e.g., premium discount program, group rating program, premium discount program, retrospective rating), prepares & conducts safety meetings & seminars; speaks before groups regarding safety subjects & equipment (e.g., hazard awareness, cold & heat stress; power presses, machine guarding, lock out/tag out; confined space; cranes & hoists, slings, abrasive grinders, emergency action plan; eye protection; power tools; violence in the workplace).

Visits company work sites to make determination via interview, review of technical & business documents & observes current management system in use & current safety & health conditions of organization; instructs company personnel on safety & health & trend analysis record keeping, hazard identification & behavioral management; coordinates delivery of all required vision services, identifies problem areas & hazards & prepares complete accident prevention program, assists companies to create safety committees, develops safety educational programs, periodically consults with safety committee to discuss safety reports & general progress of safety programs, coordinates team services of division consultants & hygienist staff (e.g., technical reports, review meeting with company management, training surveys), writes technical reports as result of hazard assessments & accident prevention program development & teaches employers how to develop special programs for companies with particular or unique situations (e.g., heat stress, hypothermia, silos, lumber mills).

Documents work activity & progress of customers in data base shared with other bureau employees (e.g., action plans, progress, next steps); conducts preliminary & follow-up safety surveys of worksites to identify hazard; notifies appropriate division staff for services required (e.g., hygienist, ergonomist, consultant); writes technical reports & conducts review with company representative; prepares required accountability reports (e.g., time sheets; expense reports).

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety training techniques & program development; industrial &/or construction safety practices; physical sciences (e.g., physics, chemistry) or engineering; public relations; consulting techniques; employee training & development; Industrial Commission & OSHA regulations; safety inspection practices & techniques; statistics. Skill in operating co meters, biomedical probe, draeger pump, sound level meter, velometer, personal computers/laptops, internet printers, scanners, modems, telephone systems, ground circuit testers, tic tracers &/or camera. Ability to define problems, collect data, establish facts & draw valid conclusion; understand technical manuals & verbal instructions associated with safety training & accident prevention; gather, collate & classify data; write technical reports; handle sensitive officials; prepare survey & investigation reports.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in physical sciences (e.g., physics, chemistry) or engineering; valid driver's license.

-Or 36 mos. trg. or 36 mos. exp. commensurate with program area to be assigned per approved position description on file relative to conducting industrial &/or construction safety surveys, operating related testing equipment & providing technical advice to resolve industrial safety hazards & violations of state & federal regulations; valid driver's license.

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

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

Successful completion of required training as determined by employing agency.

UNUSUAL WORKING CONDITIONS:

Requires travel; occasionally exposed to toxic substances; exposed to dangerous machinery.

CLASS TITLE: Industrial Safety Consultant Supervisor	CLASS NUMBER: 24485	BARGAINING UNIT: EX
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EFFECTIVE DATE:

01/29/2001

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 industrial safety consultants, determines employers to be visited & assigns personnel to conduct surveys &/or training classes, provides expertise to consultants on very complex technical problems (e.g., devising machine guarding methods to reduce noise, making buildings & facilities accessible to & usable by persons who are physically handicapped), conducts staff meetings, reviews & approves consultant's reports, assists in district office procedures, coordinates & schedules field activities of consultants, reviews safety training programs & related materials & recommends corrections & revisions.

Contacts employers to initiate safety training programs & other services; prepares cost & statistical presentations, delivers safety lectures to local groups & monitors distribution of safety/hygiene related publications.

Conducts accident investigations involving industrial fatalities; calibrates consultants' field equipment & arranges for repair; answers employer complaints & resolves problems, conducts analysis & initiates corrective action.

Performs miscellaneous administrative duties (e.g., compiles statistical data & writes reports; arranges cardiopulmonary resuscitation & first-aid training for staff; approves ordering of field supplies, safety measuring equipment &/or training aids; approves & signs expense reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of general management*; supervisory principles/techniques*; public relations; interviewing techniques; physical sciences or engineering (e.g., physics, chemistry); employee training & development; safety training techniques; industrial & construction safety practices; industrial & construction safety inspection practices & procedures; occupational safety & health administration standards for industrial & construction safety; statistics. Skill in operating woodhead, glit, biomedical probe, sound level meter, velometer, camera & other sampling equipment. Ability to interpret extensive variety of technical material in books, journals, & manuals; proofread technical materials, recognize errors & make corrections; gather, collate & classify information about data, people or things; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; resolve complaints from any citizens & handle sensitive inquiries from & contacts with officials; prepare & deliver speeches before specialized audiences & general public; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in physical sciences (e.g., physics, chemistry) or engineering; 18 mos. trg. or 18 mos. exp. in conducting industrial safety surveys &/or providing technical advice to resolve industrial safety area of non-compliance with occupational safety & health administration safety & health standards & industrial commission laws including operating industrial safety sampling equipment & writing technical reports; valid driver's license.

-Or 12 mos. exp. as Industrial Safety Consultant 3, 24483; valid driver's license.

-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:

Requires travel; on call 24 hrs, 7 days per week occasionally exposed to toxic substances & dangerous machinery.