

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Safety & Health Inspection
<u>MAJOR AGENCIES:</u> Transportation, Mental Health, Developmental Disabilities, Rehabilitation & Correction, Job & Family Services

<u>SERIES NO.:</u> 2443
<u>EFFECTIVE DATE:</u> 02/18/2018

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.

Note: Geographic area of central office considered a district.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Safety & Health Inspector 1	24431	28	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.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Safety & Health Inspector 2	24432	29	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.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Safety & Health Compliance Inspector	24433	30	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.

<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.