

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES

Occupational Safety & Hygiene

MAJOR AGENCIES

BWC only

SERIES NUMBER

2452

EFFECTIVE

01/24/2016

SERIES PURPOSE

The purpose of the occupational safety & hygiene occupation is to perform loss prevention activities (e.g., safety & health, industrial hygiene, ergonomics, research activities &/or training) to prevent workplace accidents & occupational injuries & illnesses.

At the developmental level, incumbents receive training & assist higher level safety & hygiene specialist in conducting surveys &/or inspections in assigned area of specialization.

JOB TITLE

Occupational Safety & Hygiene Fellow

JOB CODE

24521

PAY GRADE

30

EFFECTIVE

01/24/2016

CLASS CONCEPT

The developmental level class works under immediate supervision & frequent observation of higher level safety & health staff & possesses fundamental formal education pertaining to general loss prevention activities & specialization area assigned in order to assist higher-level safety & hygiene staff in performance of duties associated with occupational safety & health, industrial hygiene, ergonomics, research activities, &/or training to prevent workplace accidents or investigate workplace accidents & occupational injuries & illnesses.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Occupational Safety & Health Fellow	24521	07	01/24/2016	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.)

Works toward acquiring knowledge, skills & expertise required to perform routine ergonomic surveys, routine industrial hygiene / engineering surveys, &/or safety audits & inspections of industrial, construction, commercial &/or office workplaces & observes & assists higher level safety & hygiene staff in conduct of surveys, inspections & audits.

Works toward acquiring knowledge, skills & expertise to operate testing & other equipment used by safety consultants, industrial hygienists and/or ergonomists (e.g., force gauges, camcorder, light meter, sound level equipment, heat stress meter, air quality monitoring devices, camera, tape measure) to identify existing conditions & obtain data for analysis.

Assists in performing detailed task analysis to study intricate motions & postures for risk evaluation of work force, researching varied technical topics & theories related to particular work environment, reviewing employer's safety records & evaluating effectiveness of safety programs.

Confers with ergonomists, safety consultants or industrial hygienists to provide information or assistance (e.g., researches specific safety-related problems; assists in formulating recommendations for safety-related corrective measures; assists in preparation of written reports of results of investigations & surveys; assists with comprehensive & complex surveys of risk factors; assists with researching information, analyzing data & formulating conclusions/recommendations; assists with preparation of safety training; maintains audio/visual equipment).

Completes miscellaneous reports (e.g., travel, expense, activity) independently; participates in safety & health conferences & seminars to receive training.

MAJOR WORKER CHARACTERISTICS

Knowledge of core theories & applications in one or more of the areas of engineering and/or physical/natural sciences; research methods; state & federal safety & health standards & regulations*; industrial safety, industrial hygiene, ergonomics, &/or loss prevention practices*; adult education & training best practices*; agency policy & procedures pertaining to safety, industrial hygiene & ergonomics surveys, inspections, audits, incident investigations & evaluations*. **Skill** in technical writing; operation of testing & other equipment (e.g., force gauges, camcorder, light meter, sound level equipment, heat stress meter, digital camera, air quality monitoring devices, tape measure)*; computer & applicable computer software per position description;. **Ability** to deal with many variables & determine specific action; prepare meaningful, concise & accurate reports & presentations; communicate effectively orally, in writing, & before large groups; handle sensitive inquiries from employees, employers & union representatives pertaining to industrial safety, industrial hygiene, &/or ergonomics issues; interact constructively with employers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate degree in occupational safety & health, industrial hygiene, engineering, environmental health or closely related field of study; valid driver's license.

Note: Positions funded partially or entirely by the Federal Occupational Safety & Health Administration (OSHA) require successful completion of pre-employment drug test.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Successful completion of five or more classes offered by the Ohio Center for Occupational Safety and Health during each full year of employment.

UNUSUAL WORKING CONDITIONS

Incumbents will serve defined-term of no more than two years in this classification; travel required; occasional overnight travel may be required; exposed to noise, dirt & temperature extremes; occasionally exposed to chemical, physical &/or biological hazards; occasionally exposed to toxic substances; exposed to dangerous machinery.