

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: WORSREPE

Civil Service Class and Level: WORKPLACE SAFETY REP-E

Working Title (What the agency calls the position): On-Site General Industry Safety Consultant

Name and Position Code Description of Direct Supervisor: BERTINI, ADRIAN M; SAFETY AND HEALTH MANAGER-3

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Occupational Safety and Health Administration (MIOSHA)

Division: Consultation Education and Training (CET) /On-Site Consultation Program

Section:

Unit:

Work Location (City and Address)/Hours of Work: The WSR works from a home office (That is, their home). However, this is a field position that requires the establishment of the "Official Work Station" for travel purposes in Ingham, Jackson, Washtenaw, or Wayne County.

Work Coverage Area: Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Monroe, Shiawassee, Washtenaw, and Wayne counties.

Hours: Generally 8:00 AM - 5:00 PM. Work may require early departure, evening work, or occasional weekends as needed.

General Summary of Function/Purpose of Position: Performs and completes a variety of professional assignments involving the review, investigation, and analysis of workplace operations, environment, tools, equipment, and processes in a broad range of general industry workplaces to ensure the Michigan Occupational Safety and Health Act (MIOSH Act) and other workplace safety rules and regulations are appropriately adhered to providing a safe and healthy work environment for Michigan workers. Performs work independently with minimum assistance from management through application of knowledge, practices, rules, policies, and regulations related to industry standards to minimize potential safety and health risks in the workplace.

Assigned duties and tasks for each duty.

Duty 1: Independently initiate, plan, and perform the most complex comprehensive workplace safety assessments of general industry operations. Evaluate work operations and practices, tools and equipment, and conditions. Analyze information and determine potential hazards and violations of the MIOSH Act and/or other industry standards.

- Communicate with employers to schedule consultation.
- Explain to employers the consultation procedures to be followed, the employer's and employee's right and obligations, and the relationship between the onsite consultation program and the MIOSHA enforcement program.
- Establish and maintain working relationship with employers/employees during all phases of the consultation.
- Observe workplace processes and practices, machines and equipment, and workplace conditions to evaluate potential hazards.
- Identify potential violations of state safety standards and determine hazard correction schedules.
- Evaluate injury and illness reports during the investigative process to identify trends or correlation between accidents and such characteristics of jobs as their methodology, equipment, or environment.
- Review, evaluate, and analyze existing workplace safety and health management systems, accident prevention programs, and hazard control procedures, provide feedback regarding effectiveness and make recommendations for improvement.
- Identify and document gaps in employer's safety and health management systems and provide abatement advice and system development options.
- Conduct meetings with employers to fully explain violations and identified concerns related to MIOSH Act and industry standards. Review and explain assessment of identified potential hazards and provide recommendations to eliminate health and safety hazards and concerns. Explain rights and responsibilities as defined under the MIOSH Act.
- Identify potential health hazards in daily work. Work in conjunction with industrial hygienists and refer employers to appropriate staff for further action as necessary.

Duty 2: Conduct work in assigned Official Workstation (OWS) and maintain records.

- Research and interpret applicable state and federal laws and standards for inclusion in comprehensive reports and correspondence related to identified violations and potential hazards.
- Provide assistance, expertise, and regulatory guidance in response to inquiries from the general public, associations, trade unions, government entities, owners, employers, and employees regarding interpretation and application of various occupational safety and health regulations.
- Provide telephone consultation or written responses to inquiries from Ask MIOSHA or MIOSHA Info questions, or other direct inquiries from employers/employees and the general public.
- Research standards, consensus standards, and other best practices.
- Review existing and current technical literature to maintain current knowledge and skills relative to occupational safety hazards, manufacturing equipment, industrial materials and processes, and analytical methods used to evaluate workplace hazards.
- Submit and maintain copies of time accountability reports, request for consultative assistance, and monthly mileage log.
- Maintain records and submit time and expense reimbursements.
- Check voice mail messages a minimum of twice per day.
- Check email messages a minimum of once per day.
- Maintain other records as needed.
- Follow procedures/instructions for working from a home office.

Duty 3: Prepare a technical report on all aspects of the consultative survey.

- Prepare detailed written reports of the assessment findings, issue notices of potential hazard alerts, and provide recommendations to eliminate health and safety hazards and concerns.
- Review written report to ensure accuracy of documentation including forms and worksheets and applicability of standards.
- Proofread draft report for grammar, punctuation, style, and spelling.
- Complete required forms as part of report with minimal correction/editing by supervision.
- Develop new STEPs as part of the draft report submission as needed.
- Establish and document reasonable abatement/correction time schedules for all serious hazards/violations evaluated.
- Research and locate sources of information for new or improved safety hazard correction methods.
- Research recommendations on more complicated correction methods and interim employee protections.
- Submit draft report for review by supervisor in a timely manner.
- Work with program analyst and supervisor to finalize report.

Duty 4: Perform follow-up surveys to ensure correction of serious hazards/violations.

- Communicate with employers on progress made on required corrective actions.
- Consult with employers on proposed measures to correct serious safety hazards/violations. Provide advice and recommendations for abatement strategies.
- Re-evaluate work operations and new measures taken to correct serious safety hazards/violations.
- Consult with supervisor on follow-up survey findings that may require modifications to required corrective actions.

Duty 5: Promote On-Site consultative safety services and other CET services to industry managers and executives throughout the state.

- Use assigned target lists as source for making contact with top management.
- Contact employers by telephone, mail, or in person to promote services.
- Provide CET publications to small high-hazard industries to promote CET services.
- Communicate with employers about the value and benefits of implementing a safety and health management system.
- Promote the MTI, cooperative programs, and current initiatives with trade organizations, associations, and employee groups to increase worker safety awareness.
- Promote CET services at conferences and expos.
- Promote use of MIOSHA website to obtain training resources and information on standards and workplace safety.

Duty 6: Assist with conducting safety training and developing training materials for MIOSHA employees and the public.

- Communicate with employer to schedule training session to supplement preceding survey.
- Develop presentations.
- Use PowerPoint software, laptop computer, and projector to generate/present training sessions.
- Submit training material to program secretary for creation of employee handouts.
- Use existing, available CET publications as training tools.
- Conduct training at a level appropriate to the audience to ensure understanding.
- Represent MIOSHA at expos, conferences, and other groups requesting presentations.
- Research and write safety fact sheets and interpretations of common MIOSHA standards, program requirements, and best practices.

Duty 7: Perform other related tasks as assigned.

Accept and complete other related assignments such as, but not limited to:

- Participation on workgroups or committees.
- Participation as a CET representative on standard advisory committees.
- Participation in skills development/training.
- Participation in cross training activities.
- Participation in award ceremonies.
- Participation on partnerships and alliances with employers and employees, associations, and unions.

Types of decisions made independently and whom or what those decisions affect: Determining techniques/methodologies to be used when questioning and interviewing employers and employees during on-site consultations.

Identifying safety hazards and alternative methods of abatement.

Identifying and implementing techniques and methodologies to persuade employers and employees to implement and maintain safe work practices.

Assisting employers and employees in solving complex workplace safety problems.

Michigan employees exposed to hazardous workplace conditions are affected by these decisions, employee injury/illness rates are affected; and workers' compensation and disability costs are potentially reduced by positive actions made by employers and employees as a result of these decisions.

Types of decisions that require the supervisor's review: Application of new department, division, or program policies. Decisions regarding referrals to the enforcement program. Complex policy interpretation and application not clearly stated in the MIOSHA standards or policy. Hazard survey reports, time and expense approval, and other personnel related issues.

Physical effort used to perform this job and environmental conditions of this position: May occasionally require an employee to work under extreme weather conditions and environmental conditions at worksite.

May occasionally require an employee to work in establishments where diseases and illnesses may be present.

May occasionally require an employee to work in establishments with hazardous work environments, including unpleasant and noxious fumes and odors.

May occasionally require an employee to work in tunnels and crawl spaces.

May occasionally require an employee to work in adversarial situations.

Frequent exposure to physical hazards when walking through workplaces. May require an employee to bend, reach, walk, or stand for extended periods; stoop in small or cramped spaces; climb ladders and scaffolds; walk on uneven terrain; access high structures; and carry up to 40 pounds.

Frequent driving for extended periods of time to reach workplaces throughout the state in hazardous weather conditions.

Some of the above conditions may require the use of appropriate personal protective equipment.

May require prolonged sitting during OWS time.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Identifying safety hazards.

Providing expertise and advice on how to correct and control hazards.

Conducting follow-up visits on hazards classified as serious.

Assisting employers/employees in systematically complying with MIOSHA requirements.

Interacting with various levels of management and government officials and exhibit good professional judgment.

Promoting and conducting on-site safety consultation services to businesses in Michigan.

The function of the position's work area and how it fits into that function: This work area provides occupational safety assistance to the management of private and public establishments to achieve voluntary compliance with the Michigan Occupational Safety and Health Standards. Assistance is provided primarily by conducting on-site occupational safety investigations that are followed by a technical written report. Other types of assistance include training, telephone conversations, and follow-up visits. The intent of our service is to recognize, abate, and prevent the occurrence of hazardous working conditions to prevent occupational injuries.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Workplace Safety Representative 9

No specific type or amount is required.

Workplace Safety Representative 10

One year of professional experience conducting workplace safety investigations and analysis equivalent to a Workplace Safety Representative 9.

Workplace Safety Representative P11

Two years of professional experience conducting workplace safety investigations and analysis equivalent to a Workplace Safety Representative 9, or one year equivalent to a Workplace Safety Representative 10.

Alternate Education and Experience

Workplace Safety Representative 10

Educational level typically acquired through completion of high school, AND 1) One year of responsibility for workplace safety in a general industry environment, or, 2) One year of experience investigating/inspecting industrial plants for compliance with occupational safety standards.

Workplace Safety Representative P11

Educational level typically acquired through completion of high school, AND 1) Two years of experience investigating/inspecting industrial plants for compliance with occupational safety standards or, 2) Two years of responsibility for workplace safety in a general industry environment, or, 3) Six years of experience in continuous heavy commercial or industrial construction, two years of which shall have been as a journey level skilled trade worker. Completion of a construction skilled trade apprenticeship program can be substituted for two of the six years of experience as a journey level skilled trade worker.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of assessment and investigative techniques and procedures used in conducting workplace hazard analysis.
- Knowledge of rules, regulations, statutes, policies, and procedures related to the work.
- Knowledge of interviewing techniques.
- Knowledge of report writing methods and procedures.
- Knowledge of workplace processes, equipment, tools, and materials related to workplace operations, occupational hazards, and safety precautions applicable to a variety of work settings.
- Knowledge of the principles and practices of research and analysis.
- Knowledge of training and instructional methods and materials and their use.
- Ability to conduct investigations and analyze findings in conjunction with application of rules, regulations, policies, and procedures.
- Ability to interpret and apply complex procedures, rules, and regulations to identify workplace safety practices, procedures, programs, and work conditions that could result in worker injuries.
- Ability to interview others, obtain evidence, and prepare detailed reports of findings.
- Ability to resolve and abate issues at the closing conference.
- Ability to prepare legal notices of violations and recommend improvements.
- Ability to work as a member of a team.
- Ability to speak before groups and conduct meetings.
- Ability to conduct meetings with employers to discuss findings and/or conclusions, convey information, and resolve safety concerns.
- Ability to observe critically and determine appropriate course of action.
- Ability to input, retrieve, and manage electronic reports and documents.
- Ability to maintain records, and prepare documentation, reports, and documents related to the work.
- Ability to organize, evaluate, and present information effectively.
- Ability to maintain favorable public relations and outstanding customer service.
- Ability to deal with potentially hostile situations.
- Ability to communicate and work effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license.
- Possession of a Certified Safety Professional (CSP) designation is desirable.
- This position requires an annual audiometric test. Also, some positions may include the mandatory use of a respirator, which requires an annual physical to ensure the ability to perform the duties of this position. In addition, some positions may require candidates to pass a hyperbaric tunnel physical as a portion of the interview process in order to ensure the ability to perform investigations in a pressurized tunnel.