Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: OCCSADVAA35N

Civil Service Class and Level: OCCUPATION SAFETY ADVISOR-A

Working Title (What the agency calls the position): Senior General Industry Safety Consultant

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

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Work Area: Michigan Occupational Safety and Health Administration / Consultation Education and Training (CET)

Work Location: The OSA 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 Allegan, Van Buren, or Kalamazoo County.

Coverage Area: Allegan, Van Buren, Kalamazoo, Berrien, Cass, and Saint Joseph counties.

Hours of Work: Generally, hours of work are 8:00 AM-5:00 PM/Mon-Fri. Work may require early departure, evening work, or occasional weekends as needed.

General Summary of Function/Purpose of Position: An Occupational Safety Advisor (OSA) 12 regularly performs professional occupational safety advisor assignments which are recognized by Civil Service as more complex than those assigned at the experienced level, i.e., occupational safety consultation, education and training to general industry businesses, unions, trade organizations, employee and employer associations, schools, colleges, municipalities, counties, and other state agencies in their assigned geographical area. Complete a variety of professional tasks such as reviewing and evaluating work practices and processes, equipment, policies and procedures, and safety and health programs to assess the adequacy of worker protection. Provide advice to employers in implementing programs to improve workplace safety. Identify potential hazards, make recommendations to correct hazards, and help solve existing safety problems consistent with the requirements of the Michigan Occupational Safety and Health (MIOSH) Act and best practices. Develop, organize, and conduct safety training at the employer's site. Design course curricula, develop course materials, and conduct training for the MIOSHA Training Institute (MTI).

Assigned duties and tasks for each duty.

Percentage: 25

Duty 1

Design and develop curricula for safety training. Conduct MIOSHA Training Institute (MTI) seminars, safety training, workshops, and special programs for employer and employee groups.

Training programs address a variety of safety topics and issues including safety hazards, engineering controls, pertinent rules, guidelines, and enforcement procedures. Planning and developing seminars, workshops, and special programs may involve input from agency, division, co-workers, lead worker, or supervisor, and senior may serve as team leader in a group setting.

- Develop and conduct safety training seminars, workshops, and special programs of significantly greater complexity than those assigned at the experienced level for employer and employee groups (public and private sector) with minor, if any, modifications or revisions. Topics to be addressed include but are not limited to general industry safety standards, safe work practices, and a variety of safety programs including but not limited to welding and cutting, cranes, ladders, powered industrial trucks, aerial work platforms, permit-required confined space, and fall protection. Topics may also include administrative issues such as injury and illness recordkeeping as well as safety and health program development and management, and control measures such as personal protective equipment.
- Provide overall coordination, leadership, and guidance during team projects or assignments such as alliances and partnerships, including ongoing feedback to team members.
- Communicate effectively with groups from a variety of backgrounds on complex occupational safety matters.
- Select seminar sites, plan with co-sponsors, and submit HO-26 forms for announcements and website.
- Maintain certification as a federal OSHA-authorized outreach trainer.
- Research literature on training subjects, such as personal protective equipment, welding and cutting, cranes, ladders, powered industrial trucks, aerial work platforms, permit-required confined space, and fall protection.

- Create audiovisual aids with department-supported software (e.g., PowerPoint).
- Transport presentation equipment, audiovisual aids, training outlines, and/or handout materials to training site by personal or State vehicle.
- Maintain and use presentation equipment.
- Distribute training outlines and/or handout materials to training audience.
- Speak to a live audience or virtually for the duration of the presentation.

Duty 2 **Percentage: 20**

Conduct workplace safety hazard surveys of significantly greater complexity than those assigned at the experienced level.

Hazard surveys require knowledge of complex occupational safety principles. Surveys involve the use of measuring devices and special testing equipment for unique situations. The hazard survey must document the hazards associated with the existing workplace exposures and the findings, if any. The report must provide recommended control alternatives to comply with occupational safety standards and guidelines to abate hazards.

- Review and assess the employer's written safety and health programs.
- Conduct surveys of the physical worksite to identify occupational safety hazards, unsafe working environments, and unsafe work practices.
- Conduct hazard surveys of a more complex nature typically involving more than one employer requiring the need for a variety of control strategies to be evaluated as well as application of the multi-employer worksite agreement.
- Properly interpret and apply state and federal occupational safety standards.
- Compare survey data to existing occupational safety standards and guidelines as well as recognized best practices.
- Evaluate existing or proposed control systems concerning their impact on employee occupational safety and the workplace environment.
- Identify in writing, the results of the survey, hazards observed, applicable MIOSHA rules to correct deficiencies, and recommended actions to abate and/or control the hazards.
- Stay aware of current developments, trends, and interpretations while reviewing technical information related to MIOSHA requirements and issues in the occupational safety field.
- Research occupational safety literature on investigation issues.
- Conference with employer onsite.
- Complete survey documentation.

Duty 3 **Percentage: 15**

Prepare responses to inquiries or requests from employees, employers, and other interested parties of interpretation about occupational safety issues of significantly greater complexities than assigned at the experienced level. Inquiries may relate to the intent of administrative rules, employee safety, employer responsibilities, hazard exposures, personal protective equipment, engineering, and administrative controls. Responses may be prepared for the signature of a supervisor, division program manager, or division director, as appropriate.

- Research literature on correspondence issue.
- Communicate by phone or email with other government agencies, to draft appropriate responses.
- Prepare responses with department-supported software by given deadline for review and approval by supervisor or management.
- Compile reference materials as attachments to include with responses, as appropriate.
- Draft E-news and MIOSHA messenger correspondence for internal and external communication.
- Submit timely and accurate responses to Ask MIOSHA questions.

Duty 4 **Percentage: 10**

Analyze effectiveness of safety and health programs.

- Promote the concept of an effective safety and health program to public and private sector employers.
- Review and assess the effectiveness of employers' safety and health program applying MIOSHA standards and guidelines for effective safety and health programs.
- Aid high hazard industries without an effective program in place and promote the implementation of safety and health programs.
- Submit assessment reports that provide the employers with:
    - Recommendations for changes in policies and procedures.
    - Observations and identification of safety hazards, issues, and opportunities.
    - Conclusions related to strengths and weaknesses in their system.

Duty 5 **Percentage: 10**

Conduct phone or email consultations to advise employees, employers, and other interested parties on a variety of occupational safety issues of significantly greater complexities than assigned at the experienced level with input from agency, division, co-workers, and supervisor as needed.

- Check voice mail messages at least twice a day and take appropriate action.
- Check email messages a minimum of once per day.
- Understand the technical language to apply hazard recognition principles to communicate effectively with employers/employees. Understand MIOSHA requirements and stay current on developments and interpretations in all work-related areas.
- Research literature on consultation issues. Consultation issues may include more complex topics such as but not limited to fall protection plans, electrical hazards, multi-employer worksites, and adequacy of accident prevention plans.
- Compile appropriate reference materials for emailing correspondents using state, federal, and private resources.
- Email responses to correspondents and follow-up as necessary.
- Make appropriate referrals when division action is not needed.

Duty 6 **Percentage: 10**

Provide education and training support to division and/or agency staff development, administrative policies and procedures, and outreach activities. Support activities include planning and delivering staff training, drafting division or agency directives, developing educational materials, and representing the division or agency on statewide task forces, advisory committees, or associations.

- Research literature on support activity.
- Draft MIOSHA directives and educational materials with department-supported software by given deadline for review and approval by supervisor.
- All individual tasks associated with Duty 1 when planning, developing, and delivering MIOSHA staff training.
- As team leader, coordinate and oversee workgroups to ensure effective safety and health programs, consultations, and projects using a team approach.
- When situations arise, deal with multiple employer worksites that might be affected by several occupational safety hazards. Simultaneously coordinates the training and consultation of two or more employers/employee groups to ensure each employer/employee group is provided appropriate service.

Duty 7 **Percentage: 5**

Update knowledge and skills on occupational safety hazards, control equipment, industrial materials and processes, analytical methods used to evaluate workplace hazards, and education and training techniques.

- File useful literature for future reference.
- Review scientific and professional literature.
- Participate in training sessions and group meetings.
- Actively share information with colleagues during group meetings when appropriate.

Duty 8 **Percentage: 5**

Perform other related tasks as assigned.

- Participate on project teams for development and implementation of outreach initiatives.
- Participate on standard advisory committees.
- Participate in cross training activities with other agency divisions.
- Provide leadership on highly specialized issues or projects of greater complexity. This includes, serving as a liaison to MIOSHA alliances and partnerships, developing new training programs, providing input on training needs or areas that need revision in current programs, collecting information and examples, and developing training programs using visual media.
- Participate as a team leader on partnerships and Michigan Voluntary Protection Program (MVPP) evaluations.
- Participate in the Michigan Challenge Program (MCP), as assigned.
- Write articles for MIOSHA News.
- Participate in special activities, as assigned, such as CET awards, CET grants, and trade shows.
- Complete other related duties, as assigned.

Types of decisions made independently and whom or what those decisions affect: Decision to self-assign training events based on specific request from a co-sponsor or employer.
Schedule seminar sites, topics, presenters, and co-sponsors which impact attendance and effectiveness of training.
Determine training material and effective presentation methods for the size of the group.
Identify hazards and recommend corrective actions, which impact employee safety in the workplace.
Provide technical consultation on occupational safety hazards.
Provide technical consultation on occupational safety hazards related to MIOSHA non-compliance. Impacts employers and employee safety.
Provide accurate information in response to customer inquiries; incorrect information could lead to serious injuries and/or death.

Types of decisions that require the supervisor's review: Accepting training assignments that may involve extensive resources or that may go beyond the division's function.
Drafting responses for supervisor, division program managers, division director, or agency director.
Accepting special assignments/projects from other agency staff (e.g., committee activities).
Calendar entries
Time sheets
Travel expense reimbursements
Leave requests
Hazard surveys reports
Other decisions that have policy implications

Physical effort used to perform this job and environmental conditions of this position: Travel for extended periods of time to provide CET services across the State.
May require an employee to work in extreme weather and environmental conditions.
May require an employee to be exposed to hazardous work environments, including unpleasant and noxious fumes and odors.
Exposure to occupational safety and health hazards when conducting hazard surveys or training at worksites.
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.
Use of heavy audiovisual equipment and lifting of materials when conducting training.
Office activities involve a combination of sedentary work at a desk (using a telephone and a computer) and physical effort walking to and from, standing at, and operating office equipment in the work area (fax machine, photocopier, and printer).

Essential functions of this position: The employee must independently plan and execute politically sensitive occupational safety education and training programs of significantly greater complexities than assigned at the experienced level. Respond to phone calls and email messages from individuals interested in occupational safety. Serve as a resource to employers, employees, and division staff for safety information. The employee must be capable of interacting with various levels of management and government officials and must exhibit good professional judgement.

Function of the work area: The responsibility of the CET Division is to educate employers and employees in safety and health awareness including assisting employers in developing and implementing safety and health programs; assisting in the meaning and application of standards within particular work settings; and preparing employers and employees to recognize, abate, and prevent the recurrence of hazardous working conditions. This position provides consultation, education, and training services to achieve the objectives of this mission.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

EDUCATION:
Possession of a bachelor's degree in any major.

EXPERIENCE:

Occupational Safety Advisor 12
Three years of professional experience in assessing and providing remedies to occupational safety problems equivalent to an Occupational Safety Advisor, including one year equivalent to an Occupational Safety Advisor P11.

Alternate Education and Experience

Occupational Safety Advisor 12
Educational level typically acquired through the completion of high school, AND 1) Three years of responsibility for workplace safety, or, 2) Three years of experience investigating/inspecting workplaces for compliance with occupational safety

standards, or, 3) Seven years of skilled trade work experience in construction or general industry, three years of which shall have been as a journey level skilled trade worker.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of complex industrial processes, equipment, tools, and materials related to workplace operations, occupational hazards, and safety precautions applicable to a variety of work settings.
- Knowledge of ergonomics in a variety of complex occupational environments.
- Knowledge of MIOSHA standards and requirements and other industry standards.
- Knowledge of inspection techniques and procedures used in conducting complex workplace hazard surveys and analysis.
- Knowledge of principles and practices of research and analysis.
- Knowledge of training and instructional methods and materials and their use.
- Ability to determine alternate, safer ways of doing job tasks.
- Ability to organize, evaluate, and present information effectively.
- Ability to prepare documentation and written communication for reports and correspondence.
- Ability to communicate and work effectively with others.
- Ability to maintain and provide outstanding customer focus.
- Ability to interpret and apply standards, laws, rules, and regulations.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to identify workplace safety practices, procedures, programs, and work conditions that could result in worker injuries and recommend improvements.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver’s license.

- Position requires an annual audiometric test and the mandatory use of a respirator, which requires an annual physical to ensure the ability to perform the duties of this position.