**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:** OCCSADVE

**Civil Service Class and Level:** Occupation Safety Advisor-E

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

**Name and Position Code Description of Direct Supervisor:** JOHNSON, CHRISTOPHER; 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. Work may require early departure, evening work, or occasional weekends as needed.

**General Summary of Function/Purpose of Position:** An Occupational Safety Advisor (OSA) 9-11 provides 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. OSAs complete various 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 for 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. Assist with the design of course curricula, develop course materials, and conduct training for the MIOSHA Training Institute (MTI).

**Assigned duties and tasks for each duty.**

**Duty 1** **Percentage: 25**

Provide consultative assistance and advice on a variety of safety topics, program areas, and compliance assistance.

- Provide consultative assistance to employers/employees on MIOSHA general industry safety standards and safe work practices including but not limited to personal protective equipment, welding and cutting, cranes, ladders, powered industrial trucks, aerial work platforms, permit-required confined space, and fall protection.
- Provide consultative assistance for a variety of safety programs such as accident prevention programs, safety committees, and accident investigation.
- Evaluate the employer's injury and illness records to identify possible incident trends and provide advice on system's improvements.
- Assess and evaluate work operations, tools, and equipment to determine potential hazards and offer advice and recommendations to eliminate or reduce hazards and methods to eliminate employees' exposure.
- Provide advice and consultation to alliance and partnership participants.
- Provide consultation to employers to assist them with achieving CET awards.
- Make contact within three working days in response to Requests for Consultative Assistance (RCA).

**Duty 2** **Percentage: 25**

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 safety training seminars, workshops, and special programs may involve input from agency, division, co-workers, lead worker, or supervisor.

- Design and develop MTI programs and related course materials.
- Plan and conduct customized onsite safety training for employer and employee groups (public and private sector). Training programs address a broad range of topics including but not limited to personal protective equipment, welding and cutting, cranes, ladders, powered industrial trucks, aerial work platforms, permit-required confined space, and fall protection.
- Develop training programs by determining audience needs; research and organize material and plan presentation methods.
- Select seminar sites, plan with co-sponsors, and submit HO-26 forms for announcements and website.
- Transport presentation equipment (computers, projectors, etc.), audiovisual aids, training outlines, and/or handout materials to training sites by personal or State vehicle.
- Create audiovisual aids with department supported software (e.g., PowerPoint), document scanner, laser printer, and/or photocopier.
- Maintain and use presentation equipment.
- Maintain certification as a federal OSHA-authorized outreach trainer.
- Provide education and training support to division and/or agency staff development, administrative policies and procedures, and outreach activities.

**Duty 3** **Percentage: 20**

Conduct voluntary workplace safety hazard surveys at employer's request.

- Conduct hazard surveys at general industry workplaces to assess and evaluate potential hazards and violations of MIOSHA standards and other industry specific consensus standards.
- Complete the CET hazard survey form to include the hazard findings, applicable MIOSHA rules, and recommended abatement actions for hazards identified.
- Complete a safety and health program evaluation.
- Conduct research as needed for safety solutions or consensus standard information.
- Prepare reports and documentation for submission to supervisor and employer.
- Perform various measurements for evaluation of potential hazards. Measurements include but are not limited to, guardrail heights, illumination, and adequate fall protection clearances.

**Duty 4** **Percentage: 20**

Conduct work in assigned official workstation (OWS) and maintain records

- Follow procedures/instructions for working from a home office.
- Keep up-to-date records for each employer who receives CET services.
- Submit and maintain copies of monthly mileage log.
- Provide telephone consultation and written responses to Ask MIOSHA and MIOSHA information questions.
- Maintain records and submit time and expense reimbursements.
- Research and locate sources of information for new or improved safety hazard correction methods.
- Review current technical literature to maintain current knowledge and skills relative to occupational safety hazards, equipment, processes, and analytical methods used to evaluate workplace hazards.
- Prepare hazard survey reports.
- Accept calls from employers and employees needing assistance and provide requested services.
- Check voice mail messages at least twice a day and take appropriate action.
- Check email messages a minimum of once per day.
- Maintain other records as needed.

**Duty 5** **Percentage: 5**

Communicate with employers/employees to promote CET services, emphasizing the benefits of implementing safety and health programs.

- Make contacts with management of targeted industries to promote CET services.
- Communicate with employers about the value and benefits of implementing safety and health programs.
- Communicate with employers/employees regarding rights and responsibilities under the MIOSH Act.
- Promote the MTI, cooperative programs, and current initiatives with trade organizations, associations, employee groups, and safety organizations to increase worker safety awareness.
- Promote CET services at conferences and expos.
- Meet with employee and employer organizations and associations to promote alliances and partnerships.

**Duty 6** **Percentage: 5**

Perform other related tasks as assigned.

- Participate on workgroups or committees.
- Participate on standard advisory committees.
- Participation in skills development/training.
- Participation in cross training activities.
- Serving as a team member on partnerships and Michigan Voluntary Protection Program (MVPP) evaluations.
- Participate in the Michigan Challenge Program (MCP), as assigned.
- Participate in special activities, as assigned, such as alliances, 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:**
Make recommendations to co-sponsors for hosting CET seminars and workshops, which impact attendance and customer service.
Schedule seminar sites, topics, presenters, and co-sponsors which impact attendance and effectiveness of training.
Determine training material, effective presentation methods for size of group, and select other presenters to assist in training. These decisions impact program effectiveness and relevancy.
Identify safety hazards and recommend corrective actions, which impact employee safety in the workplace.
Provide consultation on occupational safety hazards related to MIOSHA non-compliance, which impact employers and employee safety. Accuracy of information provided in response to customer inquiries is essential. Incorrect information could lead to serious injuries and/or death.

**Types of decisions that require the supervisor's review:**
Calendar entries
Time sheets
Travel expense reimbursements
Leave requests
Hazard survey 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:**
Provide consultations, hazard surveys, and training to employers and employees in the general industry across Michigan.
Advise employers and employees on the MIOSHA standards, best safety practices, and methods for worker protection.
Design curricula for safety training courses.
Develop hand-out materials for safety training.
Conduct MTI seminars.
Prepare and conduct onsite customized training at an employer's site.
Conduct presentations at conferences, expos, and other public speaking engagements.

**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 9**
No specific type or amount is required.

**Occupational Safety Advisor 10**
One year of professional experience in assessing and providing remedies to occupational safety problems equivalent to an Occupational Safety Advisor 9.

**Occupational Safety Advisor P11**
Two 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 10.

**Alternate Education and Experience**

**Occupational Safety Advisor 10**
Educational level typically acquired through completion of high school, AND 1) One year of responsibility for workplace safety, or, 2) One year of experience investigating/inspecting workplaces for compliance with occupational safety standards.

**Occupational Safety Advisor P11**
Educational level typically acquired through completion of high school, AND 1) Two years of responsibility for workplace safety, or, 2) Two years of experience investigating/inspecting workplaces for compliance with occupational safety standards, or, 3) Six years of skilled trade work experience in construction or general industry, two years of which shall have been as a journey level skilled trade worker.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
- Knowledge of 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 occupational environments.
- Knowledge of MIOSHA standards and requirements and other industry specific consensus standards.
- Knowledge of inspection techniques and procedures used in conducting 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. Professional certification (e.g., CSP or CIH) is highly desired. Some positions may require passing a hyperbaric tunnel physical to ensure the ability to perform investigations in a pressurized tunnel.