Position Summary

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

Position Code: WORSREPEA39R

Civil Service Class and Level: WORKPLACE SAFETY REP-E

Working Title (What the agency calls the position): Safety Officer

Name and Position Code Description of Direct Supervisor: POPOVECZ, ANDREW J; 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: General Industry Safety and Health (GISH)

Work Location (City and Address): The WSR works from a home office (that is, their home). However, this is a field position that requires the establishment of the "Official Workstation" for travel purposes in Macomb, Huron, Sanilac, Saint Clair, or Lapeer Counties

Work Coverage Area: Macomb, Saint Clair, Lapeer, Sanilac, and Huron Counties.

Hours of Work: Generally, work hours 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: Employees in this job perform and complete a variety of professional assignments involving the review, investigation, and analysis of workplace operations, environment, equipment, and production methods 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. The work is performed 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: Perform comprehensive workplace safety assessments and investigations. Evaluate general industry work operations, production methods, and equipment. Analyze information and determine potential hazards and violations of the MIOSH Act and/or other industry standards.

- Explain to employers the investigation procedures to be followed, the employer's and employee's rights and obligations and the relationship between the MIOSHA enforcement and the MIOSHA consultation programs.
- 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.
- Investigate and analyze workplace accidents, fatalities, and injuries to identify contributing factors and determine violations of MIOSH Act standards.
- Conduct in-depth interviews with witnesses to workplace accidents, injuries, and fatality incidents. Review conditions, equipment, and evidence, and prepare thorough summaries of findings related to the investigation. Take appropriate action to ensure deficiencies are rectified to minimize the likelihood of repeat incidents.
- 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 initial abatement advice and system development options.
- Conduct meetings with employers to fully explain cited 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 cases to appropriate staff for further action as necessary.

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

- Researches and interprets applicable state and federal laws and standards for inclusion in comprehensive reports and correspondence related to identified violations, potential hazards, or accident/illness incident investigations.
- Research case law, legal decisions, and policies related to current cases, and maintain a current knowledge of federal and state laws pertaining to the work.
- 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 inquires from employees/employers and the general public.
- 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 weekly activity reports (Form 31S) 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.

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

- Prepare detailed written reports of the assessment findings, issues notices of potential hazard alerts, and provides recommendations to eliminate health and safety hazards and concerns.
- Review written report to ensure accuracy of documentation including forms and worksheets, applicability of standards, and addressing all complaint and referral items.
- Proofread draft report for grammar, punctuation, style, and spelling.
- Complete required forms as part of report with minimal correction/editing by supervision.
- Establish and document reasonable abatement/correction time schedules for all hazards/violations.
- Submit draft report for review by supervisor in a timely manner.
- Work with program secretary and supervisor to finalize report.

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

- Review abatement documentation for compliance.
- Communicate with employers on progress made on required corrective actions.
- Advise 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 investigation findings that may require modifications to required corrective actions.

Duty 5: Participate in informal and formal hearings related to occupational safety investigations.

- Provide assistance to the Safety Supervisor, Safety and Health Manager, and Assistant Attorney General in preparing for both informal and formal administrative hearings associated with their investigations.
- Provide testimony at both informal and formal hearings pertaining to appealed reports that are associated with their investigations.

Duty 6: Promote and encourage use of MIOSH Act consultation services, as appropriate, to assist the employer in rectifying deficiencies/hazards and to create and maintain a safe work environment.

- 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 7: Assist with conducting safety-training and developing training materials for MIOSHA employees and the public.

- Represent MIOSHA at expos, conferences, and other groups.
- Develop presentations.
- Use PowerPoint software, laptop computer and projector to generate/present training sessions.
- Use existing, available MIOSHA publications as training tools.
- Conduct training at a level appropriate to the audience to ensure understanding.
- Research and write safety fact sheets and interpretations of common MIOSHA standards, program requirements, and best practices.

Duty 8: Perform other related tasks as assigned.

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

- Represent division on special projects and work groups/committees in the agency.
- Participation as a GISHD representative on standard advisory committees.
- Participation in skills development/training.
- Participation in cross training activities.
- Perform monitoring investigations to assist employers with abatement of safety hazards/violations.

Types of decisions made independently and whom or what those decisions affect:
Determine techniques/methodologies to be used when questioning and interviewing employers and employees during investigations.
Identify safety hazards and alternative methods of abatement.
Identify and implement techniques and methodologies to persuade employers and employees to implement and maintain safe work practices.
Assist employers and employees in solving 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 enforcement activity when employers are receiving services from CET. Complex policy interpretation and application not clearly stated in the MIOSHA standards or policy. Employee time and expense approval or 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.

The essential functions of this position:
Evaluate, review, and investigate for safety compliance in general industry workplaces.
Identify safety hazards.
Provide expertise and advice on how to correct and control hazards.
Conduct follow-up visits on hazards.
Assist employers/employees in systematically complying with MIOSHA requirements.
Interact with various levels of management and government officials and exhibit good professional judgment.

The function of the position's work area and how it fits into that function:
This work area provides occupational safety investigations of private and public establishments to achieve compliance with the Michigan Occupational Safety and Health Standards. Assistance is provided primarily by conducting safety investigations that are followed by a formal written report. The intent is to recognize, abate and prevent the occurrence of hazardous working conditions to prevent occupational injuries by enforcing the Michigan Occupational Safety and Health Act in all general industry places of employment.

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, or, 2) One year of experience investigating/inspecting workplaces for compliance with occupational safety standards.

Workplace Safety Representative 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 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.
- 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 provide credible testimony in administrative hearings and in court.
- 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.
- 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. In addition, some positions may require candidates to pass a hyperbaric tunnel physical as a portion of the hiring/interview process to ensure the ability to perform investigations in a pressurized tunnel.