



**Job Specifications**

**Job Title: Occupational Health and Safety Officer**  
**BCAT Code: 453X AL**  
**Pay Grade: G16**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Advises and assists in the implementation of health & safety training programs that prevents accidents and lead to injury rate reductions throughout Georgia State University campus. Develops preventive methods to reduce health and safety exposures. This position functions as the University's resident industrial hygienist.

**Examples of Duties**

- Develops and coordinates training and compliance activities that will meet the needs and regulatory and loss control requirements of the university community.
- Consults with safety and medical professionals, claim adjusters and case managers to implement medical treatments, work enhancements, work restrictions and the rehabilitative process.
- Coordinates workers compensation claim activities with the Department of Administrative Services for the University.
- Administers the University's Right to Know program.
- Administers the University's fume hood testing and certification programs.
- Works with the department Director and the Risk Manager in proposing alternatives that reduce property and liability exposures throughout the University.
- Assists in the development and implementation of loss control strategies to effectively reduce losses to the University.
- Maintains the safety data that is disseminated in the Safety and Risk Management Information Systems (SARMIS).
- Generates statistical and loss profiles and cost analysis throughout the University and develops plans for appropriate actions.
- Creates informational brochures that direct institutional customers for service needs such as Workers Compensation, Georgia Right to Know law, Fume Hood use, Indoor Air Quality Investigation protocol etc., as well as additional web information.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of the Georgia Workers Compensation Law.
- Knowledge of the Georgia Right-to-know Law.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Proficient with word, spreadsheets, and database programs.

**Minimum GSU Hiring Standards**

Bachelor's degree and three years of related experience; or combination of education and experience. Certification as a Certified Industrial Hygienist.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*