



Job Specification

Job Title: Research Health and Safety Officer
BCAT Code: 453X BE
Pay Grade: G16

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

General Description

Develops, implements and manages the research occupational health and safety procedures in teaching and research laboratories and related campus facilities. Duties are performed under minimal supervision.

Examples of Duties

- Plans and conducts laboratory and research facility assessments and evaluate procedures and protocols for compliance with applicable occupational and laboratory health and safety regulations and guidelines.
- Responds to laboratory and research facility emergencies, conduct incident investigations, provide incident reports, and develop corrective action measures as needed.
- Presents health and safety training and education to the research community (i.e. Right to know, blood borne pathogens, etc.).
- Provides oversight, maintenance, and administration for Medical Surveillance, Respiratory Protection, and Right-to-Know Programs for the research community.
- Conducts various safety equipment testing and certification (i.e. chemical fume hoods).
- Prepares reports to include the organization, entry, and analysis of information and data obtained from research protocols, laboratory and research facilities assessments, and faculty and staff surveys.
- Develops and implements hazard mitigation strategies based on Job Hazard Analyses.
- Investigates and provides solutions for issues related to Indoor Air Quality.
- Ensures compliance with federal, local, and university polices, procedures, and regulations associated with occupational and laboratory health and safety.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of applicable federal and local laws, regulations, codes and guidelines related to the various ORI Program areas (i.e. Hazardous Materials, Biosafety, Radiation Safety, etc.)
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Proficiency with word processing, spreadsheet, and database software.

Minimum GSU Hiring Standards

Bachelor's degree in sciences, health and safety, or related field and five (5) years of related experience. Certification or the ability to obtain certification as a CHMM, CIH, or CSP required. Must be able to wear and use appropriate personal protective equipment. Experience in an academic setting preferred.

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.