

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

SAFETY AND HEALTH CONSULTANT

DEFINITION

Performs technical inspections and conducts consultive reviews of work places to advise employers of actual and potential violations of the Iowa Occupational Safety and Health Act; promotes and conducts safety education programs; insures conformance with safety laws and regulations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Inspects industrial and commercial plants and/or construction sites to investigate the following: the existence and operating condition of machine guards and safety devices; the existence and use of personal protective safety equipment such as hard hats, safety shoes, safety glasses, etc.; proper ventilation, lighting and sanitation conditions; proper safeguarding on ladders, walkways, floor and wall openings; safety measures employed in the use of toxic chemicals, solvents, fumes, and gases; proper and safe installation and maintenance of electrical wiring and equipment; use of proper methods, practices and safety devices for welding, grinding and polishing operations and areas where explosives and activating devices are utilized; safety fencing, proper shoring and safeguards at excavation sites; safeguarding of cranes, derricks and hoists.

Investigates complaints received from employees and the public regarding alleged safety hazards.

Investigates cases of occupational fatalities, injuries, including amputations by interviewing witnesses and conducting workplace inspections to assure compliance with occupational safety regulations.

Investigates alleged discrimination cases as they relate to the Occupational Safety and Health Act.

Checks places of employment for hazardous working conditions and consults with management officials regarding potential violations and advises them of possible corrective measures.

Provides training in occupational safety and advises managers, safety personnel and employee groups on the development of safety education programs.

Interprets occupational safety laws, rules and regulations as they relate to specific workplace problems.

Writes technical reports of consultive reviews, citing specific rules, laws, or standards violated and improvements recommended.

Advises employers of record keeping and reporting requirements of the Iowa Occupational Safety and Health Act.

Answers requests for safety education information and speaks to interested groups on safety education topics; prepares materials promoting safety education programs and operates audio-visual equipment.

Compiles statistical information on accidents, injuries and deaths to identify hazards and design training materials for accident prevention programs.

Operates and calibrates biomedical probes, sound level meters, combustible gas indicators, electronic tachometers, altimeters and related testing and sampling equipment used in safety and health inspections.

COMPETENCIES REQUIRED

Knowledge of the operation, repair or maintenance of industrial or construction machinery and equipment.

Knowledge of safety hazards associated with the operation and maintenance of construction or industrial machinery and equipment.

Knowledge of state and national safety laws and codes.

Knowledge of engineering principles and methods as they relate to accident prevention, safety, and education.

Knowledge of consultive procedures and reporting requirements.

Knowledge of training methods, practices and resources.

Ability to conduct consultive reviews, use required instruments and recognize occupational safety and health violations.

Ability to make oral presentations to various groups using audio-visual and printed educational materials.

Ability to analyze accident reports and make sound technical evaluations regarding the probable causes and suggest preventative measures to be taken.

Ability to establish and maintain effective working relationships with managers, safety directors, union representatives, employees and the public.

Ability to read/prepare blueprints, mechanical drawings and engineering plans.

Ability to exercise independent judgment and work without close supervision.

Ability to organize and conduct a comprehensive safety education program.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with major course work in civil, mechanical, electrical or industrial engineering, or industrial safety education;

OR

an equivalent combination of education and experience substituting experience equal to one year of full time work for a public or private organization where the preponderance of duties were directly related to safety enforcement for each year of the required education to a maximum substitution of four years.

NOTE:

Positions require travel. Employees must arrange transportation to and from assigned work areas.

Effective Date: 02/09 DDF