

OCCUPATIONAL SAFETY & HEALTH TRAINING OFFICER

KIND OF WORK

Professional occupational safety and health training and education, and consultation program work.

NATURE AND PURPOSE

An employee in this class applies professional knowledge, skills and expertise in developing, coordinating and implementing occupational safety and health training and educational programs on-site or in the field, and of equal complexity. Work is designed to meet the informational, educational, and staff development and training needs of Minnesota Occupational Safety & Health enforcement staff (MnOSHA Compliance), as well as provide assistance in occupational safety and health training and education for Minnesota employers/employees through consultation services (MnOSHA Consultation). Work activities will propel employers to prevent, reduce and eliminate incidents of workplace violence, accidents, injuries, illnesses and fatalities.

Responsibilities include to conduct continuing training, education and professional development on or off-site activities; research, design, plan, and implement training and education sessions, materials, handouts, videos or brochures; recommend standards, policies and operational procedures regarding the provision for such needs; respond to requests from staff, stakeholders and clients; serve as a technical advisor or liaison to internal and external staff and customers; and to assist with research projects as assigned. OSHA Training Officers perform these responsibilities in either the MnOSHA Compliance or MnOSHA Consultation program. Consultation's special program areas include:

- Labor-Management Safety committees
- Workplace Violence Prevention
- Loggers' Safety Education

Work is generally performed independently, and is reviewed by higher level director or supervisor through periodic consultations; a review of completed projects, presentations and reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develop and implement educational programs specifically designed for an area of program expertise and targeted employers (e.g., violence prevention or elimination in high-risk occupations such as late-night retail workers, taxicab drivers, security guards, health care workers, social service workers, public safety personnel), so they may receive the assistance or training needed to reduce the human and financial costs of job-related injuries and illnesses.

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Develop effective relationships with constituents and clientele in order to administer safety related training specific to the specialty program (e.g., Minnesota Forest Industries for Minnesota's logging industry) for the betterment of safe and healthful employee and employer work environments.

Develop and implement training/education activities in response to requests from public and private employers, employees, groups and committees, etc., in order to train and educate on the OSH Act.

Research, design and distribute informational memos, booklets, letters, brochures, handouts, posters and other outreach materials to communicate safety and health information to increase awareness in accident prevention and reduction.

Evaluate training needs; plan, design, facilitation training and education for MnOSHA staff; and educate them in the prevention of unsafe acts and conditions, and the MNOSH Act.

Provide general and technical OSHA related information to clients and MnOSHA staff.

Educate and train industrial hygienists and investigators on new and revised standards, policies, procedures, guidelines and regulations in order to keep staff current and informed.

Organize training meetings for MnOSHA staff in order to keep MnOSHA Safety Investigators acquainted with changes and/or procedures.

Represent MnOSHA as Federal OSHA Training Institute and Minnesota OSHA Training Committee liaison.

Serve as technical training advisor to MnOSHA staff.

Respond to clients/stakeholders promptly and professionally.

Conduct comprehensive on-site consultations/visits in order to identify safety or health hazards, and provide advice, training and education on hazard corrections or improvements.

Develop short-range statewide strategies for a specialty program (e.g., Workplace Violence Prevention) to hasten reduction in injuries and illnesses.

Provide technical/professional experience in the development and implementation of a general strategic plan.

Serve as support staff for the Governor's Workplace Violence Prevention Council efforts within DLI.

Ensure proper records are maintained for tracking and reporting purposes.

Write articles for publications in trade journals, newsletters and other publications; identify and produce other Minnesota safety related videos and publications in order to promote MnOSHA services and programs.

Attend safety, health or specific program training, seminars and classes. Pro-actively participate with professional associations; and share information with training partners and staff.

Establish and keep a training library with relevant equipment for the MnOSHA staff, public and private employers, employees and groups in order to promote safety and health literature for the purpose of reducing accidents and injuries. Such documents include OSHA, NFPA, ANSI, NEC Standards, and reference and research materials.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of OSHA standards, operating procedures and regulations, such as OSH Act, Federal General Industry and Construction Standards, MnOSHA Standards, Field Compliance Manual, Field Safety and Health Manual, ANSI Codes, NFPA Codes, etc., in order to enforce OSHA standards.

Extensive knowledge of safety industrial hygiene accident prevention principles, practices and procedures.

Thorough knowledge of the principles and practices of a specialized field of health and safety education and training, such as Loggers' Safety, Violence Prevention, Industrial Safety, Industrial Hygiene, MnOSHA Compliance.

Knowledge of training and education programs related to area of special emphasis.

Departmental programs, policies and applicable state and federal regulations.

Knowledge of training and development sufficient to demonstrate effective training techniques, and implement enforcement or training activities in the area of occupational safety and health training or education training programs.

Knowledge of planning principles, methods and techniques sufficient to enable development of statewide plans and strategy.

Technical knowledge and understanding of a wide variety of complex industrial processes, equipment and materials, sufficient to related to the OSHA requirements needed to protect employees.

Knowledge of the purpose and application methods of direct-reading environmental, electrical, photographic and measuring/test equipment.

Knowledge and use of personal protective equipment.

Knowledge of communication dynamics.

Knowledge of audio-visual, computers, and other effective training equipment, systems and aids, and the ability to use them.

Ability to:

Ability to identify and evaluate information/data and develop policy and program management recommendations.

Ability to conceptualize alternative solutions to complex issues and convey them to diverse audiences.

Ability to train investigators in comprehensive industrial safety investigations; construction safety investigations; and industrial hygiene investigations and accident investigations.

Ability to demonstrate investigation techniques and documentation principles.

Ability to conduct OSHA field investigations.

Ability to review and evaluate technical reports and planning documents; write, edit and organize material from multiple sources to prepare plans.

Ability to produce educational materials.

Ability to establish and maintain effective working relationships with staff, stakeholders, industry and citizen groups.

Ability to initiate research and carry it to a logical conclusion.

Ability to identify and assess training and development needs, and design developmental strategies to address them.

Ability to research, write and implement library procedures.

Ability to develop and effectively present training programs, courses, and seminars to diverse groups and audiences.

Strong speaking and writing ability.

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Ability to handle multiple work loads and manage several tasks simultaneously.

Skill in:

Strong verbal and written communication skills, sufficient to effectively and clearly convey a complicated scenario so that it is easily understood.

Strong organizational skills.

Effective interpersonal skills sufficient to creating a minimally resistant environment.

Inductive and deductive reasoning skills, sufficient to effectively resolve an employee, stakeholder and/or client dispute.

Strong analytical skills, sufficient to evaluate health and safety procedures and curriculum.

Est.: 2/8/83

Rev.:

T.C.:

Former Title(s):