

## SAFETY AND HEALTH OFFICER 2

### KIND OF WORK

Planning, directing and promoting fire and occupational safety and health programs in a large state agency.

### NATURE AND PURPOSE

An employee in this class is directly accountable for all aspects of the internal fire and occupational safety and health programs of a large department including inspection compliance reporting and education. The employee ensures conformance with standards and codes set forth by the federal and state governments. Work is performed with considerable independence subject to review by the head of an agency. The employee works closely with representatives of the Department of Labor and Industry, the agency is accountable for the overall functional direction of the occupational safety and health program. Employees conducting statewide programming in large agencies may supervise other occupational safety personnel. Appointment to this class is either by promotion from Occupational Safety and Health Officer 1 or from outside state service.

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

Conducts inspections of departmental facilities and equipment in order to ensure conformity with applicable statutes, and enforce corrective action.

Determines needs for new equipment, methods or procedures so that the efficiency of safety operations can be improved.

Directs the processing of accident records, fire protection and safety reports in order to comply with federal and state regulations.

Designs, implements and monitors the fire and occupational safety and health programs of an agency so that accident rate can be lowered.

Supervises and coordinates the activities of assistant occupational safety personnel so that all program functions are performed.

Explains and interprets various safety laws and policies to management, labor and employees.

Discusses application to situations relative to compliance, and handles more difficult problems involving significant deviations from prescribed practice in order to communicate the intent of occupational safety and health legislation.

Consults with federal and state occupational health and safety officials so that program content, execution and results are monitored.

Engages in public relations activities in order to promote occupational safety and health programs.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Federal and state occupational safety and health acts and regulations and the state building and uniform fire codes.

Minnesota's Workmans Compensation Act and state fire marshall's rules and regulations.

Management principles and practices application in directing fire and occupational safety and health programs.

The fundamental principles of modern safety analysis and of the devices and procedures which minimize working hazards.

#### Ability to:

Analyze occupational hazards and to develop corrective safety measures and devices.

Establish and maintain effective working relationships with management, labor and employees and to handle controversial situations in a tactfull and diplomatic manner.

Express ideas clearly and concisely orally and in writing.

Plan, direct and evaluate fire and occupational safety and health program methods and procedures and inspections, promotion and training.

Supervise subordinates.

Est.: 5/11/73  
Rev.: 6/19/78

T.C.: 2/11/86  
Former Title(s): Occupational Safety &  
Health Officer II