AUBURN
Human Resources

Mgr, Safety & Health
Job Description

JOB INFORMATION

Job Code	EE07
Job Description Title	Mgr, Safety & Health
Pay Grade	LC11
Range Minimum	$68,050
33rd %	$86,200
Range Midpoint	$95,270
67th %	$104,340
Range Maximum	$122,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/8/2023

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Risk Management

JOB SUMMARY

Manages University Occupational Safety and Health, Fire and Life Safety, and Animal Programs. Monitors accident and illness exposures across campus and recommends best practices to mitigate the varied and complex risks inherent to the operations of a large research institution of higher education. Provides direction and operational guidance to faculty, staff, students, and employees to build and foster a safety culture committed to safe work practices, health and wellness, incident and accident prevention and regulatory compliance.

RESPONSIBILITIES

- Administers the Occupational Safety and Health, Fire and Life Safety, Animal Safety, and Industrial Hygiene safety policies, procedures, and programs to proactively address the many complex safety risks of the university. Develops, implements, and manages policies and procedures including but not limited to indoor air quality, ergonomics, medical surveillance, respirator protection, fire safety, hazardous building materials, water management, accident prevention, and university event safety. Participates in Institutional Animal Care and Use Committee reviews, Association for the Assessment and Accreditation of Laboratory Animal Care accreditation efforts, and administers program efforts in vaccination requirements for animal care providers. Administers all components of the medical surveillance program with occupational physicians for medical questionnaires for respirator usage, preemployment and annual physicals,and vaccination clinics. Reviews and revises programs, policies, and procedures periodically to bring them up to date to current applicable regulations and/or codes and to ensure alignment with University’s mission.
- Directly supervises, manages work assignments, and monitors work performance to a team of technical experts that include an Industrial Hygiene Specialist, Safety and Health Specialists, and Technician.
- Monitors revenue and expenses of the Safety and Health Program account to ensure funding sources are adequate. Tracks and trends historical expenses and prepares budget projections to forecast future financial needs.
- Manages inspections, audits, and consultations of university buildings and operations; develops and implements corrective actions as needed. Inspects and oversees evaluations of workplace environments, equipment, or practices to ensure compliance with safety standards and government regulations. Conducts and oversees comprehensive on-site hazard and risk assessments, safety audits and nspections, and equipment inspections to mitigate risks.
- Collaborates with internal stakeholders to ensure training initiatives align with institutional goals and industry benchmarks. Manages internal and external training resources to optimize learner success, increase retention of learning objectives, and promote implementation of safety management concepts covered in various trainings to aid students, faculty, staff, and employees understand, embrace, and utilize safety related skills. Provides direction and operational guidance to faculty, staff, students, and employees to build and foster a

RESPONSIBILITIES

	safety culture committed to safe work practices, health and wellness, incident and accident prevention and regulatory compliance.
•	Champions continuous improvement efforts in safety programs, policies, and procedures by establishing and implementing strategic goals and direction for the Safety and Health program, as well as works collaboratively with other departmental functional areas and university operations to attain goals by simplifying access to inspection and training data and improving efficiency of internal and external work processes.
•	Administers elements of the accident prevention program to include conducting and providing oversight of accident investigations to determine root causes to facilitate corrective actions or remediation. Compiles, analyzes, interprets, and reports statistical data related to occupational illness and accidents. Analyzes injury data to identify trends to determine policy, program, or procedure improvement needs.
•	Manages the testing and certification of university fire and life safety systems and equipment; provides oversight of suppression system vendors; assists with construction project design plan reviews for fire and life safety code compliance; schedules and conducts fire drills for campus buildings and residence halls; and conducts fire investigations, analysis, and reporting. Works collaboratively with internal and external departments to ensure code compliance with allapplicable fire codes such as IFC, NFPA, and OSHA. Organizes campus wide events and activities focused on Safety and Health (including fire/life safety) educational initiatives (ex. Campus Fire Safety Month).
•	Serves on University Committees to provide input towards planning, decision-making, and actions affecting the University. Collaborates with various departments and champions safety and health initiatives in various capacities as a campus leader, including review of campus activities and events to ensure exposures are managed properly.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a related field.	and	5 years of	Experience in facilitation techniques and practices of applicable safety regulations. Exeprience in safety observation and feedback criteria and implementation. Experience in conducting and reviewing workplace safety inspections.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of safety rules, regulations and record keeping procedures and requirements.	
Knowledge of principles and methods for curriculum and training design, teaching and instruction.	
Knowledge of training methodologies that change the way employees work.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Associate Safety Professional (ASP)- Board of Certified Safety Professionals	Upon Hire	Desired	And
Certified Safety Professional (CSP)	Certified Safety Professional (CSP)- Board of Certified Safety Professionals, Board of Certified Safety Professionals- Board of Certified Safety Professionals, is desired.	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.