
Auburn University Job Description

Job Title: **Mgr, Safety & Health**

Grade LC11 \$59,500 - \$107,100

Job Code: **EE07**

FLSA status: Exempt

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.

Essential Functions

1. 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.
 2. 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.
 3. 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.
 4. 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 inspections, and equipment inspections to mitigate risks.
 5. 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 safety culture committed to safe work practices, health and wellness, incident and accident prevention and regulatory compliance.
 6. Champions continuous improvement efforts in safety programs, policies, and procedures by establishing and implementing strategic goals and direction for the Safety and Health program,
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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.

7. 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.
8. 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 all applicable 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).
9. 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.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a related field.
Experience (yrs.)	5	Experience in facilitation techniques and practices of applicable safety regulations. Experience in safety observation and feedback criteria and implementation. Experience in conducting and reviewing workplace safety inspections.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

Associate Safety Professional (ASP)- Board of Certified Safety Professionals, Certified Safety Professional (CSP)- Board of Certified Safety Professionals, Board of Certified Safety Professionals- Board of Certified Safety Professionals, is desired.

Pre-Employment Screening Requirements

None required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

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Date: 2/8/2023
