

Class Code: 0816...
Position # PSA.....
Developed by:.....
Reviewed by:.....SG
Approved by:.....LK
Date:.....11/07

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Industrial Hygienist
DIVISION: Administration
REPORTS TO: Director, Public Safety
GRADE: 11
SUPERVISES: Support Staff

BASIC FUNCTION:

Develop, implement, and monitor an institution-wide occupational health & safety program, using industrial hygiene concepts to establish and maintain a safe work and living environment for employees, students, and residents through the identification and correction of unsafe conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct routine inspections and focused investigations in a variety of work places with the ability to address occupational health and safety hazards, including but not limited to, matters concerning asbestos, radon, mold, and general indoor air quality, and to assure compliance with OSHA, RIOSH, and other regulations as they apply to State-owned buildings, structures, and installations; maintain records, submit reports.

Review University procedures and policies as they relate to occupational safety and health standards; make appropriate decisions on regulatory and operational policies and communicate those decisions to the University community.

Develop, implement and manage occupational, health and safety programs, including, but not limited to, bloodborne pathogens, respirator usage, forklift operations, confined space work, asbestos awareness.

Develop, implement and monitor air quality policies and procedures to specifically address: suspect residues, asbestos, lead paint, radon, humidity, temperature and mold issues.

Advise administrative and academic departments on matters of occupational safety; prepare and implement site specific health & safety plans as required.

Coordinate with Human Resources Department to conduct job hazard assessments and to identify personal protective equipment and training requirements for selected job position titles in order to maintain and track training records.

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Coordinate Department of Health asbestos abatement processing procedures with University's capital projects and facilities services abatement plans; maintain records, submit reports.

Coordinate University's radon monitoring policy with Department of Health rules and regulations; maintain records, submit reports.

Review accident reports that involve employee or student exposure to chemicals, radiological materials or machinery; coordinate with academic and administrative management to ensure safe operating procedures.

Respond to and assess causes of complaints related to air quality (presence of gases, humidity, mold, asbestos, radon, lead paint, etc.); evaluate atmospheric conditions utilizing technical equipment such as noise dosimeters, air quality testing monitors, direct reading chemical monitors, gas detectors, hydro-thermometers; make appropriate decisions based on regulatory statutes and University policies.

Collect samples of suspect materials in accordance with accepted procedures for their proper handling and delivery for third-party analysis.

Review plans for new buildings and renovations; assist in pre-construction meetings as they relate to occupational health and safety matters; conduct post-construction inspections to meet occupational safety and health standards.

Assist Director of Safety and Risk Management in the enforcement of occupational health and safety rules & regulations.

Maintain and update occupation safety & health section of department home page.

Represent Safety & Risk Management on committees and at meetings and serve as liaison with other agencies as it relates to occupational health and safety.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Cell phones, radios, personal computers, printers, word processing, database management, excel; valid driver's license; must be familiar with various occupational health and safety monitoring equipment such as noise dosimeters, air quality testing monitors, direct reading chemical monitors, gas detectors, hydro-thermometers, etc.

ENVIRONMENTAL CONDITIONS:

The incumbent is subject to both inside and outside work and extreme cold and hot temperatures may be encountered as well as noise hazards, hazardous materials, atmospheric conditions, oils, may need to wear a respirator. Positions involves traveling throughout the University and could, on occasion, require bending, reaching, ascending and descending, ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting and carrying. Position requires 24-hour callback in cases of emergency.

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QUALIFICATIONS:

Required: Bachelor's degree in an environmental health and safety-related discipline, preferably industrial hygiene, engineering, biological sciences/chemistry or equivalent; three to five years of experience in industrial hygiene/safety practice and in the development and implementation of industrial hygiene programs; up-to-date, strong working knowledge of EH & S regulations, with primary emphasis on industrial hygiene and occupational safety and health; ability to work in a multi-disciplinary team environment; thorough knowledge of safe work habits; ability to recognize unsafe conditions and to determine the necessary corrective actions; ability to communicate effectively and clearly, both verbally and in writing; ability to organize, coordinate and supervise support staff. Strongly preferred: Certified Industrial Hygienist (CIH) certification. Preferred: Master's degree in an environmental health and safety-related discipline; strong background in principles of ventilation. Certified Industrial Hygienist (CIH) certification strongly preferred.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.