General Description
Advises and assists in the implementation of Health and Safety training programs that prevent accidents and lead to injury rate reductions throughout the Georgia State University (GSU) campus.

Examples of Duties
- Develops preventive methods to reduce health and safety exposure risks.
- Functions as the University resident Industrial Hygienist.
- Develops and coordinates training and compliance activities that meet the needs of the University community and comply with regulatory and loss control requirements.
- Consults with medical and safety professionals, claim adjusters, and case managers to implement medical treatments, work enhancements, work restrictions, and the rehabilitative process.
- Coordinates workers compensation claim activities with the Department of Administrative Services for the University.
- Administers the University Right-to-Know program, and the Fume hood testing and certification program.
- Works with the department Director and the Risk Manager in proposing measures to reduce property and liability exposures throughout the University.
- Assists in the development and implementation of loss control strategies to effectively reduce losses to the University.
- Maintains the safety data that is disseminated in the Safety and Risk Management Information System (SARMIS).
- Generates statistical profiles, loss profiles, and cost analyses throughout the University; develops plans for appropriate actions.
- Creates informational brochures that direct institutional customers to service needs, such as Workers Compensation, the Georgia Right-to-Know Law, the Fume hood use, the Indoor Air Quality (IAQ) Investigation protocol etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the Georgia Workers Compensation Law.
- Knowledge of the Georgia Right-to-Know Law.
- Knowledge of computer operations, such as word processing, spreadsheets, and database programs.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree and three years of related experience; or combination of education and related experience. Certification as a Certified Industrial Hygienist (CIH) required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.