Job Title: Research Health and Safety Officer

BCAT Code: 09NX45
Pay Grade: G16  FLSA Status: Exempt
Effective Date: January 1, 2008
Revision Date: July 1, 2013

General Description
Develops, implements, and manages the occupational health and safety procedures in research by teaching research laboratories and related campus facilities. Duties are performed under minimal supervision.

Examples of Duties
- Plans and conducts laboratory and research facility assessments; evaluates procedures and protocols for compliance with applicable occupational and laboratory health and safety regulations and guidelines.
- Responds to laboratory and research facility emergencies; conducts incident investigations; provides incident reports; develops corrective action measures as needed.
- Presents health and safety training and education to the research community, such as Right-to-Know, blood borne pathogens, etc.
- Overseas, maintains, and administers the Medical Surveillance, Respiratory Protection, and Right-to-Know Programs for the research community.
- Conducts various safety equipment testing and certifications, such as chemical fume hoods.
- Prepares reports, such as the organization, entry, and analysis of information and data obtained from research protocols, laboratory and research facilities assessments, and faculty and staff surveys.
- Develops and implements hazard mitigation strategies based on job hazard analyses.
- Investigates and provides solutions for indoor air quality problems.
- Ensures compliance with federal, local, and University policies, procedures, and regulations associated with occupational and laboratory health and safety.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal and local laws, regulations, codes and guidelines related to the various Office of Research Integrity (ORI) Program areas, such as Hazardous Materials, Biosafety, Radiation Safety, etc.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to work under pressure and handle stressful situations.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Sciences, Health and Safety or a related field and five years of related experience; or a combination of education and related experience. Must be able to wear and use appropriate Personal Protective Equipment (PPE). Certification or the ability to obtain certification as a Certified Hazardous Materials Manager (CHMM), Certified Industrial Hygienist (CIH), or Certified Safety Professional (CSP) preferred. Experience in an academic setting preferred.

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.