Title: Chemical Safety Officer

Essential Function

Under general supervision from a designated administrator, develop and implement a comprehensive chemical safety program for research laboratories utilizing hazardous chemical agents.

Characteristic Duties

- Assist researchers in the development of appropriate safety procedures and provide training on such.
- Review protocols to ensure applicable safety procedures are in place to protect University staff, students and the community at large.
- Assist in development and implementation of chemical safety programs (i.e., hazard communication, fume hood, Biosafety cabinets and emergency response).
- Institute operational policies and procedure (i.e., IACUC policy compliance, chemical hygiene plans and self-audit protocols) to ensure compliance with local, state, federal and University regulations.
- Conduct annual audits of designated research laboratories.
- Develop and implement research laboratory decontamination and clean-out procedures in conjunction with the biological safety officer.
- Serve as member of various committees and act as liaison to other University regulatory committees, facilitating timely review of research.
- Keep abreast of current environmental regulations and their impact on University research operations.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience. Degree must be in Chemistry, Biology, Microbiology, Occupational Health & Safety or related field, with experience in development and management of a chemical safety program. Experience must also include at least three (3) years supervision.