Title: Chief, OSHA Compliance Officer

Pay Scale Group: 17

Essential Function

Under general supervision from a designated administrator, develop a complete OSHA program for the University of Cincinnati and communicate with the University community.

Characteristic Duties

• Establish occupational safety procedures and health programs for University employees, facility design and layout, new equipment installation, vendors, outside contractors and visitors.

• Audit existing programs to determine effectiveness and issue programs for implementing necessary corrections.

• Conduct investigations of accidents, near-misses, etc., and prepare reports with recommended corrective action. Maintain an accident recording system.

• Advise the University on current federal, state, and local laws, and standards related to OSHA. Maintain liaison with national, state and local safety organizations.

• Assist in the formation of management, department heads, and union management safety committees and conduct safety training.

• Conduct routine OSHA compliance audits of facilities.

• Accompany compliance safety and health officers during facility inspections. Evaluate conditions of any issued citations and filed claims of alleged violations.

• Assign work; ensure proper workflow of the unit; act as lead worker.

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must include developing, supervision and implementing an OSHA program.