



		ISSUED: May 19, 2018
TITLE: Chemical Hygiene Officer	SALARY TABLE: AP	CLASS CODE: PE372
UNION: P&A, Local 1979, UAW	SALARY GRADE: 13	EEO CODE: 30
JOB GROUPING: Stand Alone	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

The Chemical Hygiene Officer is responsible for developing and administering the University's Chemical Hygiene Plan to protect laboratory workers from harm due to exposure to hazardous chemicals.

ESSENTIAL JOB FUNCTIONS

Design, implement and oversee the University's Chemical Hygiene Plan as required by OSHA regulations. Develop policies, procedures and practices to support plan objectives and requirements.

Provide guidance and oversight to environmental health and safety professionals. Assign and review work, provide expertise and resolve problems.

Monitor research and laboratory activity for compliance with state and federal regulations. Review procurement, use and disposal of chemicals as well as lab design. Identify problems and potential problems and ensure corrective actions are taken.

Ensure appropriate inspections of procedures, practices and processes are conducted as determined by the Chemical Hygiene Plan. Document the results of each inspection.

Conduct surveys of laboratories to verify compliance with safety standards, accuracy of chemical inventories and compliance with the storage, handling and disposal of hazardous materials. Review and improve the chemical hygiene inspection program.

Assist the research community in the assessment and control of physical hazards and review of chemical and physical hazard research protocols.

Develop and conduct training on laboratory health, safety and environmental programs.

Investigate accidents, injuries and complaints concerning hazardous conditions in laboratories.

Serve as a subject matter expert on the University's Hazardous Materials emergency response team.

ADDITIONAL COMMENTS

This position is responsible for developing, implementing and overseeing the university's Chemical Hygiene Plan and ensuring procedures, policies and practices are followed. This position operates under strict federal and state guidelines and must ensure that the University community at-large is aware of and in compliance with these regulations. This requires the ability to understand and influence the actions of others. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in chemistry, physics, engineering, biological or physical science ore related field. Master's degree in industrial hygiene or related fields preferred.

Certification as a Chemical Hygiene Officer. Other professional environmental health and safety certifications (e.g. CIH, CSP, CHMM) preferred.

A minimum of five years of health and safety work experience. Experience investigating accidents and exposures. Experience in a research laboratory preferred.

Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Knowledge of federal, state and institutional health safety regulations (e.g., OSHA, MIOSHA, etc.) and chemical hygiene practices.