

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Serves as Chairperson of the Safety and Health Committee, keeping the committee informed of safety regulations as they apply to the location research sites and activities.

Serves as contact person for vendor(s) under contract for hazardous waste disposal. Coordinates packaging and organizes program for hazardous waste disposal.

Maintains and updates Chemical Hygiene Plans developed in individual research programs. Develops a rapid response plan for chemical spills and safety related emergencies for the location. Insures that chemical inventories are accurately maintained by each user. Maintains Material Safety Data Sheets collection for all chemicals in use at the location.

Works with managers and supervisors in preparing and maintaining accurate documentation/record of all safety-related matters to assure compliance with State and Federal regulations.

Works directly with the Location Radiation Safety Officer in developing information.

Arranges for location personnel to participate in the Occupational Health Maintenance Program.

Assists the Cluster Safety Officer in annual safety inspections and in actions to be taken to avoid accidents and injuries. Keeps supervisors and RLs informed of findings.

Provides or arranges for informal instruction to employees covering a variety of safety and occupational health subjects including chemical, biological and physical safety, and various laboratory safety needs and ventilation requirements.

Provides safety training and safety orientation for all new employees, including films, pamphlets, etc. Insures that safety orientation and appropriate safety materials are given to student workers as well as Federal employees.

Analyzes accident and injury reports, studying data to discover trends and mishap causes, and develop recommendations for eliminating or controlling the hazards detected.

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Reviews safety information from regulations and on computer Internet/World Wide Web; relates pertinent items to location staff.

Coordinates regular inspection and maintenance of safety equipment at the location, including fire extinguishers, fume-hoods, and pesticide application protective gear and respirators.

**B. Evaluation Factors**

**1. Knowledge Required by the Positions** (FLD 1-5, 750 pts.)

Skill in presenting safety-related information to groups in a training environment in a positive, non-adversarial manner.

Knowledge of general administrative practices and procedures to interpret and apply basic standards, criteria, and operating instructions to specific unsafe acts and conditions.

General knowledge of organic and physical chemistry, the health effects of toxic compounds and hazardous materials, and the proper use, storage and disposal of these materials.

Knowledge of principal inspection and survey techniques sufficient to identify occupational hazards and determine elements giving rise to mishaps.

Knowledge of codes, regulations, laws, and standards required for compliance with EPA, OSHA, and all Federal, state and local authorities.

Knowledge of general laboratory procedures relevant to the research programs of the location, including safety issues specific to chemistry, biochemistry, and microbiological laboratories.

Knowledge of basic safety and occupational health principles, common hazards and protective measures, including safety devices, sufficient to provide informal training sessions and appropriate educational materials to employees.

**2. Supervisory Controls** (FLD 2-2, 125 pts.)

The supervisor specifies the nature of the work to be done, complicating factors, past history, and possible problems. Assignments are structured to provide experience in the full range of safety work.

Supervisor provides specific instructions and applicable techniques and procedures for new or difficult tasks.

Results and recommendations are reviewed for adherence to instructions and standards, completeness of work, and accuracy of conclusions.

**3. Guidelines** (FLD 3-2, 125 pts.)

The guidelines include published safety and occupational health standards, CFRs, agency manuals, precedent inspection information, contractual procurement clauses, standard textbooks, professional literature, and office files. Judgment is required to select applicable technical criteria, guides or reference material for each specific assignment.

Where existing guidelines do not cover the assignment, advice and guidance are available from the supervisor.

**4. Complexity** (FLD 4-3, 150 pts.)

The incumbent performs a variety of different assignments including conducting conventional surveys to identify unsafe practices and working conditions, evaluate the nature and characteristics of hazardous exposures, and recommend measures designed to remedy or correct hazards encountered.

Elimination or control of hazards requires the selection and application of the appropriate methods, techniques, or procedures from among many different but conventional alternatives.

**5. Scope and Effect** (FLD 5-3, 150 pts.)

The purpose of this work is to survey or inspect a variety of work operations and practices, fire suppression equipment, injury records, and equipment maintenance data to identify and analyze hazards to individuals and property.

Work efforts result in the formal identification of hazards discovered and initiation of compliance activity to eliminate or abate safety and occupational health deficiencies, and ensure the physical safety of employees.

**6. Personal Contacts** (FLD 6-2, 25 pts.)

Contacts are made with employees at all levels in the Agency, including headquarters, area, and location personnel, project leaders, research leaders,

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support personnel; technical experts; and other Federal agencies such as the DOL, OSHA, EPA; local and state agencies and related professional organizations.

**7. Purpose of Contacts** (FLD 7-2, 50 pts.)

Contacts are for the purpose of motivating and encouraging all location employees to apply and observe safety and health practices; advise and coordinate employee safety and health matters; discuss and exchange information on safety, health, accidents, injuries, illnesses, claims, etc.; and obtain or clarify information on controversial issues.

**8. Physical Demands** (FLD 8-2, 20 pts.)

A significant amount of work is performed in an office environment. However, inspection of facilities frequently involves climbing ladders, working on roofs, etc., and crouching and crawling under structures. There may be need for the incumbent to lift and carry moderately heavy objects.

**9. Work Environment** (FLD 9-2, 20 pts.)

Although most work is performed in an office, on-site inspections involve exposure to hazardous chemicals, moving equipment, heights, closed spaces, etc. A fair degree of potential risk is involved. The incumbent is required to wear protective clothing/equipment at times.

**C. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

TOTAL POINTS – 1,415  
(GS-7 Range: 1,355 – 1,600 points)

August 12, 1996