Develops and manages university laboratory safety program. Oversees the development, updating and implementation of the university's Chemical Hygiene Plan (CHP) and serves as point of contact to Principal Investigators and the university community in matters involving chemical and other hazardous materials. Provides technical guidance in regards to the university's Chemical Hygiene Plan (CHP) and develops/delivers/oversees chemical safety training to the university community. Conducts risk analysis to ensure safe working environment that facilitates research. Performs and documents inspections on a regular basis including exposure monitoring of university research laboratories as well as shops and other areas containing hazardous materials to ensure a safe working environment and full compliance with occupational health and safety regulations.

JOB ACCOUNTABILITIES:

Develops and manages university laboratory safety program. Oversees establishment and implementation of the university Chemical Hygiene Plan (CHP) and serves as point of contact to the university community in matters involving chemical and other hazardous materials. Provides technical guidance in all areas of the university’s Chemical Hygiene Plan (CHP).

Conducts risk analysis to ensure safe working environment that facilitates research. Documents and performs routine monitoring and inspections of university research environment to meet the Occupational Safety Health Act (OSHA) Laboratory regulations. Develops recommendations and corrective actions related to incidents in laboratories.

Oversee all aspects of chemical hygiene activities, including performance and documentation of air quality, water quality and permissible exposure limit testing. Builds partnerships with university researchers, scientists, government officials, etc.

Coordinates and implements hazardous waste reduction program. Manages storage and disposal of hazardous materials including organizing temporary storage of waste and handling and/or quenching of pyrophoric materials.

Provides assistance to faculty and staff in the development of standard operating procedures for proper use of chemicals and other hazardous materials and for implementation of safe procedures in teaching and research laboratories.

Manages staff assigned to program. Recommends organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions in accordance with university policy. Provides performance appraisals for staff and determines need for corrective actions.

Recommends, develops and performs chemical safety training for university community. Determines types of training required for individuals handling various hazardous materials. Develops effective training materials, as needed.

Conducts quality assurance review of the university Chemical Hygiene Program.
Develops monthly performance measures and statistics. Prepares and maintains records of exposure monitoring, chemical related accident investigations to determine cause and to identify preventative measures.

Participates in the administration and implementation of program budgets. Provides pertinent data and projections for use in developing program or department budgets. Authorizes expenditures within established limits.

Serves as a member of the campus-wide chemical safety committee or other university safety committees, as assigned.

Oversees maintenance of chemical inventory for the university on a regular basis.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  

[ ] No

[ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s degree

Minimum Experience:

3 years

Minimum Field of Expertise:

Bachelor’s Degree in Chemistry or closely related field. Training and demonstrated experience managing research safety programs. Working knowledge of Occupational Safety and Health Act (OSHA) Laboratory Standard regulations.

Preferred Education:

Master’s degree

Doctorate

Preferred Field of Expertise:

MSc or PhD in Chemistry or closely related field. Directly related experience in a university, research environments or similar setting.

Skills:  Other:

Analysis
Assessment/evaluation
Budget control
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Crisis management
Documentation and technical writing skills
Facilitation
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Risk management
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Professional/Paraprofessional

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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