ENVIRONMENTAL HEALTH & SAFETY
MISCELLANEOUS WAGE POSITION

Position Description - Safety Program Assistant

Direct Supervisor: This position reports to the Health and Safety Officer

Position Responsibilities:

1. Work Permit Programs – Will be responsible for conducting documented inspections of active jobs involving work permits – Hot Work, Confined Space Entry, and Control of Hazardous Energy (Lockout/Tagout) to determine compliance with Campus procedures

2. Elevated Work – Will be responsible for documented inspections of elevated work activities involving roof work, aerial lifts, scaffolding, and ladders to determine compliance with Campus procedures.

3. Other duties – may perform other duties as assigned, such as:
   a. Performing follow-up actions related to injury investigations
   b. Collection and filing of work permits related to confined space entry activity
   c. Assembling and distribution of COVID-19 protection supplies as needed
   d. Keeping current inventory of COVID-19 protection supplies

Qualifications – Basic knowledge of industry safety programs and construction safety desired; 1 to 2 years in a safety role desired. Knowledge of computer software such as MS Word and Excel. Good written and verbal communication skills

Work Hours – This is a part-time position with a typical work week of 20 hours.