



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5050

SAFETY OFFICER

GRADE L

SCOPE OF WORK:

Work activities involve managing occupational safety, environmental health, security, disaster, risk management, and/or emergency management programs within a state agency.

DUTIES PERFORMED:

- Plan, implement, and coordinate safety and security programs to reduce or eliminate occupational injuries, illnesses, death, or financial losses.
- Develop accident prevention and loss control systems for incorporation into operational policies.
- Conduct studies to identify physical and health hazards and develop programs to mitigate hazards.
- Investigate fires and accidents to determine causes.
- Develop and conduct on-going safety training programs; incorporate Material Safety Data Sheets (MSDS) into educational programs and follow requirements.
- Coordinate Risk Management/Workers Compensation Program.
- Compile, analyze, and interpret statistical data relating to occupational accidents and prepare reports.
- Devise methods to evaluate safety programs; conduct inspections and audits and make evaluations.
- Maintain information and assure compliance with applicable rules and regulations relating to occupational and environmental health.
- Develop and interpret agency program directives, policies and procedures.
- Manage hazardous waste storage facility and disposal service.
- Monitor the procurement of hazardous material to ascertain compliance with radiation and hazardous materials policies.
- Coordinate plans and procedures for disaster emergency management in conjunction with other state and local agencies.
- Coordinate and participate as a member in the development and implementation of the agency security program.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of closely related work experience performing duties similar to those listed. Four years of closely related work experience may substitute for the degree requirement on a year for year basis.

Eff. Date: 06/84

Rev: 02/00 – Word processing conversion

Rev: 05/02 – Updated duties and minimum qualifications

Rev: 07/12 – Conversion to Hay System