



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 5060

**SAFETY CONSULTANT
WORKFORCE SAFETY & INSURANCE**

GRADE L

SCOPE OF WORK:

Work involves conducting safety assessments and inspections of employers to ensure compliance with state and federal safety regulations.

DUTIES PERFORMED:

- Conduct a comprehensive review of an employer's safety management system; review employer account information; conduct closing conference; develop an action plan for employer to improve safety systems; develop follow-up report.
- Conduct safety training and presentations for employers and employees.
- Conduct accident and fatality investigations; prepare reports.
- Conduct safety intervention assessments for safety grant program, verify safety interventions have been implemented, and provide reports related to safety grant process.
- Conduct planned or impromptu on-site occupational safety inspections of worksites to determine physical hazards employees are exposed to; consult with employer and provide recommendations to correct identified hazards.

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 professional occupational safety experience or six years of professional occupational safety work experience, or an equivalent combination of education and work experience. A Master's degree in Occupational safety fulfills the two years of work experience requirement.

Eff. Date: 09/09

Rev: 07/12 – Conversion to Hay System

Rev: 11/13 – Revised minimum qualifications

Rev: 12/14 – Revised minimum qualifications