

**Title:**

HEALTH AND SAFETY COORDINATOR

Campus:

[Los Angeles](#)

Job ID:

180073

Appointment Type:

Probationary

Time Base:

Full-Time

Link to Apply Online:

https://cmsshr.calstatela.edu/psp/HLAPRDG/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1

Campus Employment Homepage:**Date Posted:**

September 20, 2018

Closing Date:

Open Until Filled

Brief Job Description

Bulletin #180073; 9/20/18

HEALTH AND SAFETY COORDINATOR

Administrative Analyst Specialist Exempt I

Risk Management & Environmental, Health & Safety

Salary Range: \$3,897- \$6,846/ Monthly

Work Schedule: Full-time; Monday – Friday 8:00 a.m. – 5:00 p.m.; exempt classification.

Job Functions: Under the general supervision of the Risk Management and Environmental Health & Safety Director, the incumbent is responsible for the development, oversight, training, and continual improvement of the occupational safety program. A key component of these responsibilities is the development of curriculum and delivery of instructor-led and on-line training resources that increases employee, supervisor, visitor, contractor, and management competencies related to general and workplace safety, injury, and illness prevention, and the management and recordkeeping of work-related injuries. The Health & Safety Coordinator will investigate, develop and implement on-line training opportunities and coordinate the university Learning Management System (LMS) with the course content associated with the on-line training resources. Through a process of collaboration and continual development with CSU and EHS colleagues, including colleagues in Workers' Compensation, Facilities and other key campus partners, the Health & Safety Coordinator will identify safety and injury prevention techniques and training, continuously improve curriculum and training delivery methods,

annually update procedures to reflect currency with standards and collectively maintain metrics to evaluate and identify areas for improvement. This position shall implement all aspects of the university Injury and Illness prevention Program (IIPP), conduct ergonomic evaluations and provide recommendations as required, investigate unsafe conditions or work practices, serve on the university emergency response team and support all aspects of the Emergency Operations Center (EOC) as it pertains to the safety of the campus community and visitors to the campus, coordinate industrial hygiene investigations and surveys to ensure the health and well-being of the campus community, support CSU system-wide safety-related activities, maintain all aspects of the OSHA 300 log and reporting to regulatory agencies, support the university spill response team, and provide guidance and support to various campus safety-related committees. The Health & Safety Coordinator facilitates investigations into safety-related complaints, nuisance conditions, and performs accident and near-miss reporting. This individual shall conduct his/her duties as the subject matter expert for the campus on issues, inquiries, and challenges related to safety compliance and shall ensure the objectives of a safe and healthful working environment. This position performs tasks and actions at the discretion of the RM/EHS Director in support of departmental mission objectives. The individual shall serve as the designee for the RM/ERS Director at critical meetings, activities or events as deemed necessary for the department.

Required Qualifications & Experience: A bachelor's degree or equivalent from an accredited four-year college or university in environmental health, occupational safety, environmental science, public health, industrial hygiene, or a related discipline; and at least three years of professional work experience in the field of occupational safety and health compliance in an industrial, higher education, public entity, or related field.

Must have a thorough working knowledge of CCR, Title 8 regulations, and possess excellent skills in interpreting those standards in applying to an operational or industrial workplace. Must possess excellent customer service skills, interpersonal communication skills, computer skills with Microsoft Office, and organizational skills. The incumbent must be able to wear various forms of personal protective equipment (PPE), obtain within 3 months of employment or have a current respirator certification, and be HAZWOPER 40-hour certified. Incumbent must demonstrate the ability and/or interest in working in a multicultural/ multiethnic working environment. Demonstrated skill at developing and presenting effective, engaging, training sessions with an emphasis on electronic learning applications.

Special Desired Qualifications: Proficiency in conducting ergonomic assessments, maintaining an OSHA 300 Log, and in developing and presenting excel spreadsheets and charts. Certification as an ergonomist, OSHA 10/30 Hour, Forklift Instructor, REHS, asbestos/lead project manager, ASP, CSP, and/or CHMM are desired. Experience in implementing electronic training courses through a learning management system (LMS) approach.

Closing Date: Review of applications will begin on October 4, 2018 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. **A COMPLETED ON-LINE CAL STATE LA EMPLOYMENT APPLICATION IS REQUIRED. RESUMES WILL NOT BE ACCEPTED IN LIEU OF A COMPLETED APPLICATION.**

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.