



**Safety and Chemical Hygiene Officer  
West Virginia State University**

Under the direction of the Provost of the University; directs, develops, oversees, and coordinates general health and safety policies and procedures of West Virginia State University. Ensures the University is in compliance with OSHA and other federal, state, local, or industry specific regulations. Conducts periodic safety and compliance audits. Provides programs that ensure a safe workplace including safety orientations, skill training, emergency preparedness, proper job practice instruction, hazardous material disposal procedures, controlled substance procedures, and the use of protective equipment. Develops a systematic process to collect data and analyze the causes of accidents and generate required reporting. Implements initiatives to reduce and prevent accidents, occupational illnesses, and exposure to long-term health hazards. Inspect workplaces, and minimizes or eliminates hazards, such as incorrect working methods and materials, and potentially toxic chemicals. Incumbent routinely interacts with students, faculty, administrators, and regulatory agencies, and functions as an internal consultant to all levels of the University in matters of occupational health and safety.

Responsibilities:

- Ensures University compliance with local, state, and federal regulations.
- Conducts, supervises, participates, and evaluates campus emergency response drills.
- Interfaces with and provides guidance as needed regarding safety and security procedures to the University's faculty, staff, and students.
- Plans and manages the University's annual Safety Day.
- Inspects and maintains safety-related signage in all campus buildings.
- Maintains evacuation related areas and equipment.
- Provides assistance to Human Resources related to Workers Compensation topics.
- Provides oversight for the University's controlled substances policy.
- Performs other related duties as assigned.

### Staff/Student Training:

- Provides safety training for all new employees in coordination with Human Resources of the University and/or the WVSU Research and Development Corporation.
- Develops and facilitates an annual training schedule for all appropriate staff.
- Ensures that Emergency Response Team (ERT) members are trained appropriately, including organizing an annual refresher training for 1<sup>st</sup> Aid / AED / CPR training and other needed training, as required.

### Laboratory (and similar) Facility Safety:

- Conducts and documents annual inspections of all appropriate facilities to ensure compliance with the University Chemical Hygiene Plan.
- Investigates and responds to all incidents and accidents.
- Understands and follows key safety policies and procedures for the University, including but not limited to the following:
  - Emergency Response / Evacuation Guidelines
  - Visitor Safety Policy
  - Housekeeping
- Coordinates routine safety training
- Routinely inspects first aid and emergency response equipment, chemicals, and chemical documentation.
- Oversees and ensures compliance with the storage, usage, and disposal of all chemicals.
- Obtains equipment or process specific safety training as necessary according to the specific hazards of the University.

### Qualifications:

- Minimum of Bachelor's Degree in Safety Management, Industrial Hygiene, Chemistry or a closely related field plus five or more years of related experience, or
- Master's Degree in Safety Management, Industrial Hygiene, Chemistry or a closely related field plus a year of related experience
- CSP, CIH, or CCHO certification desired
- Ability to develop, implement and enforce safety programs and protocols
- Must have current 40 hour HAZWOPER Certification or be able to obtain within six months of hire and become certified for respirator use.
- Ability to obtain Radiation Safety Certification.
- Excellent written and verbal communication skills and demonstrate a commitment to safety.
- Proficient in Microsoft Office Suite applications. Familiarity with Google applications.
- Employment contingent upon successful completion of a criminal background check must possess a valid driver's license.

Physical Requirements:

In order to meet the requirements of the role the individual must be able to:

- Lift up to 40 lbs. in order to manage the site waste;
- Kneel for physical inspection of lab storage areas.

Closing Date: June 11, 2018 or until position is filled

Salary: Commensurate with experience

Send cover letter, resume, copies of required certification and names, addresses, telephone numbers with email addresses of three professional references to:

West Virginia State University  
Safety and Chemical Hygiene Officer Search  
Human Resources Department  
PO Box 1000/105 Cole Complex  
Institute, WV 25112-1000  
Or email to: [hr@wvstateu.edu](mailto:hr@wvstateu.edu)

**WVSU is an Equal Opportunity/Affirmative Action Institution and does not discriminate against any persons because of race, sex, age, color, religion, national origin, or disabilities.**