

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**WORKPLACE SAFETY REPRESENTATIVE**

**JOB DESCRIPTION**

Employees in this job perform a variety of professional assignments involving the review, investigation, and analysis of workplace operations in a broad range of general industry and construction workplaces to ensure compliance with Michigan Occupational Safety and Health Act (MIOSHA) and other workplace safety rules and regulations.

**Position Code Title - Workplace Safety Rep-E**

Workplace Safety Representative 9

This is the entry level. The employee performs a range of professional Workplace Safety Representative assignments while learning the methods of the work.

Workplace Safety Representative 10

This is the intermediate level. The employee performs an expanding range of professional Workplace Safety Representative assignments in a developing capacity.

Workplace Safety Representative P11

This is the experienced level. The employee performs a full range of professional Workplace Safety Representative assignments. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available but require adaptation or interpretation to determine appropriate courses of action in situations.

**Position Code Title - Workplace Safety Rep-A**

Workplace Safety Representative 12

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Workplace Safety Representatives and performing experienced-level Workplace Safety Representative assignments; or as a senior worker performing the most complex assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Performs workplace safety inspections, assessments, and investigations. Researches and evaluates work operations, production methods, and equipment.

Identifies and analyzes information and determines potential hazards and violations of MIOSHA and other industry standards.

Prepares written reports of the inspection, assessment, and investigation findings, issues notices of potential hazard alerts, and provides recommendations to eliminate health and safety hazards and concerns.

Conducts meetings with employers to fully explain cited violations and identified concerns related to MIOSH Act and industry standards. Reviews and explains assessment of identified potential hazards, and provides recommendations to eliminate health and safety hazards and concerns. Explains rights and responsibilities as defined under the MIOSH Act.

Mediates disputes between employers and employee representatives explaining workplace standards, cited violations, and potential hazards regarding workplace safety and health issues.

Identifies potential health hazards in daily work. Works in conjunction with industrial hygienists, and refers cases to appropriate staff for further action as necessary

Investigates and analyzes workplace accidents, fatalities, and injuries to identify contributing factors and determine violations of MIOSHA and related rules, regulations, and standards.

Conducts in-depth interviews with witnesses to workplace accidents, injuries and fatality incidents. Reviews conditions, equipment and evidence, and prepares thorough summaries of findings related to the investigation. Takes appropriate action to ensure deficiencies are rectified to minimize the likelihood of repeat incidents.

Researches and interprets applicable state and federal laws and standards for inclusion in comprehensive reports and correspondence related to identified violations, potential hazards, or accident or illness incident investigations.

Provides testimony, including as an expert witness, and information during legal or administrative hearings or other proceedings.

Researches case law, legal decisions, and policies related to current cases, and maintains a current knowledge of federal and state laws pertaining to the work.

Reviews, evaluates, and analyzes existing workplace safety and health programs, accident prevention programs, and hazard control procedures, provides feedback regarding effectiveness and make recommendations for improvement.

Promotes and encourages use of MIOSHA consultation services, as appropriate, to assist the employer in rectifying deficiencies/hazards and to create and maintain a safe work environment.

Provides assistance, expertise, and regulatory guidance in response to inquiries from the public, associations, trade unions, government entities, owners, employers, and employees regarding interpretation and application of various occupational safety and health regulations.

Identifies and documents gaps in employer's safety and health programs and provides initial abatement advice and system development options.

Conducts informal safety training and determines need for in-depth training for referral to the Consultation Education and Training Division.

Participates in in-service training programs related to revisions of MIOSH Act or other industry standards, enforcement, current issues, and new technologies.

Evaluates injury and illness reports during the investigative process to identify trends or correlation between accidents and such characteristics of jobs as their methodology, equipment, or environment.

Prepares comprehensive reports with recommendations on requests for variance to the established safety standards.

Performs related work and other tasks as assigned.

## **Additional Job Duties**

### **Workplace Safety Representative 12 (Lead Worker)**

Assigns work to lower-level Workplace Safety Representatives.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

### **Workplace Safety Representative 12 (Senior Worker)**

Regularly performs the most complex and difficult assignments in the work area.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of assessment and investigative techniques and procedures used in conducting workplace hazard analysis.

Knowledge of rules, regulations, statutes, policies, and procedures related to the work.

Knowledge of workplace processes, equipment, tools, and materials related to workplace operations, occupational hazards, and safety precautions applicable to a variety of work settings.

Knowledge of interviewing techniques.

Knowledge of report writing methods and procedures.

Knowledge of the principles and practices of research and analysis.

Ability to conduct investigations and analyze findings in conjunction with application of rules, regulations, policies, and procedures.

Ability to interpret and apply complex procedures, rules and regulations to identify workplace safety practices, procedures, programs and work conditions that could result in worker injuries.

Ability to prepare legal notices of violations and recommend improvements.

Ability to interview others, obtain evidence, and prepare detailed reports of findings.

Ability to resolve and abate issues at the closing conference.

Ability to maintain records, and prepare documentation, reports and documents related to the work.

Ability to provide credible testimony in administrative hearings and in court.

Ability to observe critically and determine appropriate course of action.

Ability to conduct meetings with employers to discuss findings and/or conclusions, convey information, and resolve safety concerns.

Ability to work as a member of a team.

Ability to speak before groups and conduct meetings.

Ability to input, retrieve, and manage electronic reports and documents.

Ability to deal with potentially hostile situations.

Ability to communicate and work effectively with others.

Ability to maintain favorable public relations and outstanding customer service.

Ability to organize, evaluate, and present information effectively.

Ability to prepare and conduct training sessions.

Ability to maintain records related to the work.

### **Additional Knowledge, Skills, and Abilities**

#### **Workplace Safety Representative 12 (Lead Worker)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

### **Working Conditions**

Some jobs require an employee to work under extreme weather conditions and environmental conditions of worksite.

Some jobs require an employee to work in tunnels and crawl spaces.

Some jobs require an employee to work where there is potential exposure to injury or illness.

Some jobs require travel.

Some jobs require an employee to work outdoors.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

The job requires an employee to work from ladders, scaffolds, and platforms.

Some jobs require an employee to work in adversarial situations or in a hostile environment.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to climb ladders.

The job duties may require an employee to lift and/or move heavy objects.

The job duties may require an employee to work in confined spaces.

The job duties may require an employee to walk on uneven terrain.

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Workplace Safety Representative 9**

No specific type or amount is required.

#### **Workplace Safety Representative 10**

One year of professional experience conducting workplace safety investigations and analysis equivalent to a Workplace Safety Representative 9.

### Workplace Safety Representative P11

Two years of professional experience conducting workplace safety investigations and analysis equivalent to a Workplace Safety Representative 9, or one year equivalent to a Workplace Safety Representative 10.

### Workplace Safety Representative 12

Three years of professional experience conducting workplace safety investigations and analysis equivalent to a Workplace Safety Representative 9, including two years equivalent to a Workplace Safety Representative 10 or one year equivalent to a Workplace Safety Representative P11.

## **Alternate Education and Experience**

### Workplace Safety Representative 10

Educational level typically acquired through completion of high school, AND 1) One year of responsibility for workplace safety, or, 2) One year of experience investigating/inspecting workplaces for compliance with occupational safety standards.

### Workplace Safety Representative P11

Educational level typically acquired through completion of high school, AND 1) Two years of responsibility for workplace safety, or, 2) Two years of experience investigating/inspecting workplaces for compliance with occupational safety standards, or, 3) Six years of skilled trade work experience in construction or general industry, two years of which shall have been as a journey level skilled trade worker.

### Workplace Safety Representative 12

Educational level typically acquired through the completion of high school, AND 1) Three years of responsibility for workplace safety, or, 2) Three years of experience investigating/inspecting workplaces for compliance with occupational safety standards, or, 3) Seven years of skilled trade work experience in construction or general industry, three years of which shall have been as a journey level skilled trade worker.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

## **Special Requirements, Licenses, and Certifications**

Position requires an annual audiometric test and the mandatory use of a respirator, which requires an annual physical to ensure the ability to perform the duties of this position. In addition, some positions may require candidates to pass a hyperbaric tunnel physical as a portion of the hiring/interview process to ensure the ability to perform investigations in a pressurized tunnel.

Possession of a driver's license.

See individual position descriptions for other requirements.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

WORSAFREP

### **Job Code Description**

WORKPLACE SAFETY REPRESENTATIVE

### **Position Title**

Workplace Safety Rep-E

Workplace Safety Rep-A

### **Position Code**

WORSREPE

WORSREPA

### **Pay Schedule**

A02-037

A02-038

08/18/2024