

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

WORKPLACE SAFETY REPRESENTATIVE

JOB DESCRIPTION

Employees in this job perform and complete a variety of professional assignments involving the review, investigation, and analysis of workplace operations, environment, equipment, and production methods in a broad range of general industry and construction workplaces to ensure the Michigan Occupational Safety and Health Act (MIOHSA) and other workplace safety rules and regulations are appropriately adhered to providing a safe and healthy work environment for Michigan workers. The work is performed through application of knowledge, practices, rules, policies and regulations related to industry and construction standards to minimize potential safety and health risks in the workplace.

There are four classifications in this job.

Position Code Title - Workplace Safety Rep-E

Workplace Safety Representative 9

This is the entry level. The employee carries out 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 in a full-functioning capacity. 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.

Position Code Title - Workplace Safety Rep-A

Workplace Safety Representative 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs comprehensive workplace safety assessments and investigations. Researches and evaluates work operations, production methods, and equipment. Analyzes information and determines potential

hazards and violations of the MIOSH Act and/or other industry standards.

Identifies hazards that have an impact on worker safety and health, analyzes employer safety programs, and evaluates whether adequate protections are provided to employees.

Prepares detailed written reports of the assessment 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 MIOSH Act 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/illness incident investigations.

Provides testimony/expert witness information during administrative hearings.

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 management systems, accident prevention programs, and hazard control procedures, provides feedback regarding effectiveness and make recommendations for improvement.

Promotes and encourages use of MIOSH Act 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 general 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 management systems 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 as assigned.

### Additional Job Duties

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

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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

Performs on a regular basis professional workplace safety representative assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

**NOTE:** Some knowledge in the area listed 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.

### Additional Knowledge, Skills, and Abilities

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

Ability to set priorities and assign work to other professionals.

Ability to organize and coordinate the work of others.

### 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 in adversarial situations.

### Physical Requirements

The job duties may require an employee to bend, reach, walk, or stand for extended periods; stoop in small or cramped spaces; climb ladders and scaffolds; walk on uneven terrain; access high structures; and carry up to 40 pounds.

### 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 in a general industry environment, or, 2) One year of experience investigating/inspecting industrial plants for compliance with occupational safety standards.

#### Workplace Safety Representative P11

Educational level typically acquired through completion of high school, AND 1) Two years of experience investigating/inspecting industrial plants for compliance with occupational safety standards or, 2) Two years of responsibility for workplace safety in a general industry environment, or, 3) Six years of experience in continuous heavy commercial or industrial construction, two years of which shall have been as a journey level skilled trade worker. Completion of a construction skilled trade apprenticeship program can be substituted for two of the six years of experience 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 experience investigating/inspecting industrial plants for compliance with occupational safety standards, or 2) Three years of responsibility for workplace safety in a general industry environment, OR 3) Seven years of experience in continuous heavy commercial or industrial construction, three years of which shall have been as a journey level skilled trade worker. Completion of a construction skilled trade apprenticeship program can be substituted for two of the seven years of experience as a journey level skilled trade worker.

### Special Requirements, Licenses, and Certifications

Some positions may require candidates to pass a hyperbaric tunnel physical as a portion of the interview process in order to ensure the ability to perform safety investigations in a pressurized tunnel.

Possession of a Michigan driver's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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

#### Job Code

#### Job Code Description

WORSAFREP

WORKPLACE SAFETY REPRESENTATIVE

#### Position Title

#### Position Code

#### Pay Schedule

Workplace Safety Rep-E

WORSREPE

A02-037

Workplace Safety Rep-A

WORSREPA

A02-038