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OSH COMPLIANCE OFFICER SERIES

Series Definition:

This series includes all classes of positions the duties of which are to perform and/or supervise the inspection and investigation of any place of employment for the enforcement of safety and health laws, regulations and codes.

Positions in this series are involved in the conduct of inspections and investigations with respect to places of employment and machines, devices, apparatus and equipment for the purpose of insuring adequate protection to the life, safety and health of workers. These relate to establishments and construction activities as defined in law and regulations.

Level distinctions within this series are based upon the following basic classification factors:

1. Scope and Variety of Work
2. Nature of Supervision Received
3. Purpose and Nature of Person-to-Person Work Relationships
4. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions
5. Nature and Extent of Supervision Exercised Over the Work of Other Employees
6. Knowledge and Abilities Required

The complexity of occupational safety and health inspections can be analyzed in terms of the following more specific criteria:

1. Nature and degree of hazard or hazards associated with a work environment
2. Types and number of operations conducted at the work place
3. Complexity of operations at the work place

4. Combination of safety and health hazards found in the work environment
Application of these criteria and the representative situations are as described in the
various class levels.

DATE APPROVED: 8/9/74

/s/ Henry H. Lau
for JAMES H. TAKUSHI
Director of Personnel Services

OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE OFFICER I 8.125
(OSH COMPLIANCE OFFICER I)

Duties Summary:

Conducts inspections of low hazard workplaces; prepares reports; receives training; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by the conduct of low hazard, not complex, inspections such as of a purely office type operation like a realty company. In addition, a position in this class may assist a higher level compliance officer.

Following a period of initial training, a position in this class performs assigned inspections. Training is continued, as applicable, in order to develop a higher level of competence through formal and on-the-job training. Supervision received varies from close to general as competence is demonstrated.

Examples of Duties:

Participates in formal training sessions, completes assignments and undergoes appropriate testing; questions employees, makes and records observations, takes photographs, etc.; orally reports and discusses findings, makes further inquiry and inspection as necessary, and participates in advising employers or their representatives of apparent violations; prepares reports and keeps personal work records; assists a higher level compliance officer and carries out assigned phases of inspections according to instructions and standard work methods and procedures.

Knowledge and Abilities Required:

Knowledge of: Basic safety principles and practices; general inspectional methods and techniques; report writing.

Ability to: Understand, interpret and apply various pertinent occupational safety and health standards; follow instructions and adhere to work methods and procedures; carry out questioning, and deal effectively with others in a variety of work settings; prepare clear and concise reports.

OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE OFFICER II 8.126
(OSH COMPLIANCE OFFICER II)

Duties Summary:

Conducts inspections of construction sites and/or various workplaces; prepares reports; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by the independent conduct of inspections involving workplaces with some degree of hazard or hazards but where operations are relatively uncomplex, such as a simple printing operation with a limited number of pieces of equipment. A position in this class may also assist a higher level compliance officer, and receives formal and on-the-job training as applicable. Supervision received varies from close to general as competence is demonstrated.

Examples of Duties:

Presents credentials and explains the nature, purpose and scope of inspections; provides opportunity for accompaniment on inspections by employer and employee representatives, and resolves disputes related thereto; consults with employees concerning matters of occupational safety and health as necessary; checks for the posting of notices, availability of records, etc.; questions employees, makes and records observations; takes instrument readings, collects samples, takes photographs, etc.; at the conclusion of inspections, confers with employers or their representatives, and informally advises of apparent safety and health violations; prohibits unhealthy and unsafe work conditions when an imminent danger exists; prepares reports of inspections and alleged

hazards, proposed penalties, and actions taken to correct unsafe and unhealthy conditions and practices; participates in informal discussions with employers and employee representatives called by the supervisor regarding findings and recommendations; follows-up on safety orders, and conducts re-inspections; keeps personal work records; participates in formal training sessions, completes assignments and undergoes appropriate testing.

Knowledge and Abilities Required:

Knowledge of: Basic principles and practices of occupational safety and health; safety and health inspection methods and techniques; record keeping and general safety and health requirements; common industrial, construction, and other workplace hazards, and methods of correction and prevention; report writing.

Ability to: Understand, interpret and apply various pertinent occupational safety and health standards; follow instructions and adhere to work methods and procedures; carry out questioning, and deal effectively with others in a variety of work settings; prepare clear and concise reports.

OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE OFFICER III 8.127
(OSH COMPLIANCE OFFICER III)

Duties Summary:

Conducts complex inspections of construction sites and/or various workplaces; prepares reports; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by the independent conduct of inspections involving a somewhat high degree of hazard and a variety of integrated work operations such as in a large printing operation which combines typesetting, printing, collating and binding. A position in this class may also assist a higher level compliance officer, and receives formal and on-the-job training as applicable.

Examples of Duties:

Presents credentials and explains the nature, purpose and scope of inspections, and the records required for review; provides opportunity for accompaniment on

inspections by employer and employee representatives, and resolves disputes related thereto; consults with employees concerning matters of occupational safety and health as necessary; checks for the posting of notices, the availability of records, etc.; questions employees and others, and observes equipment operation, work methods and processes, environmental conditions, etc.; checks and examines materials, equipment safety devices, protective clothing, etc.; collects samples such as dust, ash and chemicals; takes photographs, and noise level and other readings; inspects explosives storage magazines and vehicles transporting explosives; may examine applicants for certificates of fitness to handle and use explosives; at the conclusion of inspections, confers with employers or their representatives, and informally advises of apparent safety and health violations; prohibits the use of unsafe, damaged or defective equipment, and unhealthy and unsafe work conditions when an imminent danger exists; assists in investigations of industrial injuries as required; prepares reports of inspections and alleged hazards, proposed penalties, and actions taken to correct unsafe and unhealthy conditions and practices; participates in informal discussions with employers and employer representatives called by the supervisor regarding findings and recommendations; follows up on safety orders, and conducts re-inspections; keeps personal work records; participates in formal training sessions, completes assignments and undergoes appropriate testing; may oversee lower level assistants as assigned.

Knowledge and Ability Required:

Knowledge of: Principles and practices of occupational safety and health; common industrial, construction, and other workplace hazards, and methods of correction and prevention; safety and health inspection methods and techniques; record keeping, general safety and health requirements, and pertinent technical standards; report writing.

Ability to: Adhere to inspectional requirements and maintain effective relationships with employers, employer representatives, employees and others; interpret, apply and explain pertinent standards and requirements, and detect unsafe and unhealthy working conditions and practices; prepare clear and concise inspectional reports; operate a camera and other standard devices such as noise and light meters, and keep abreast of new and changing standards and requirements.

OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE OFFICER IV 8.128
(OSH COMPLIANCE OFFICER IV)

Duties Summary:

Conducts the most complex inspections of construction sites and/or other workplaces; investigates the cause of industrial injuries resulting in disability or death; prepares reports; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by the independent conduct of inspections with regard to all safety and health requirements and pertinent technical standards, and the independent conduct of investigations of industrial injuries resulting in disability or death. A position in this class would have, for example, a major concern with chemical processes, machinery and related health and safety problems. Supervisory review is normally made of reports for completeness of facts and soundness of conclusions and recommendations. Guidance is provided as appropriate.

A position in this class may oversee the work of lower level compliance officers on an assignment basis and may occasionally serve as leader of a team which could include another OSH Compliance Officer IV. A position performing the work of this class may serve in a neighbor island county immediately under a general supervisor but operate in accordance with established standards and procedures and special instructions and assistance as warranted.

Examples of Duties:

Presents credentials and explains the nature, purpose and scope of inspections, and the records required for review; provides opportunity for accompaniment on inspections by employer and employee representatives, and resolves disputes related thereto; provides for other special accompaniment to assure effective and thorough examination, and consults with employees concerning matters of occupational safety and health as necessary; checks for the posting of notices, the availability of records, etc.; questions employees and others, and observes equipment operation, work methods, processes, environmental conditions, etc.; checks and examines materials, toxic substances, equipment, safety devices, protective clothing, etc.; collects samples such as dust, ash and chemicals; takes photographs, and noise level and other readings; confers with employers or employer representatives, and informally advises of apparent safety and health violations; prohibits the use of unsafe, damaged or defective equipment, and

unhealthy and unsafe work conditions when an imminent danger exists; investigates industrial accidents and work injuries by interviewing injured employees, supervisors and/or other witnesses and conducts site examination to determine possible causes of accident and means of preventing future similar accidents or work injuries; enforces safety laws pertaining to the storage, transportation and use of explosives; prepares reports of inspections, investigations of accidents and complaints of alleged hazards, proposed penalties, and actions taken to correct unsafe and unhealthy conditions and practices; participates in informal discussions with employers and employer representatives called by the supervisor regarding findings and recommendations; follows up on all safety orders issued, and conducts re-inspections; may serve as team leader in planning and carrying out inspections requiring more than one compliance officer; keeps personal work records; participates in training as necessary.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of occupational safety and health; occupational safety and health standards; industrial, construction and other workplace hazards and methods of correction and prevention; safety and health inspection and investigation methods and techniques; report writing.

Ability to: Adhere to inspectional and investigational requirements and maintain effective relationships with employers, employer representatives, employees and others; interpret, apply and explain all standards and requirements, and detect unsafe and unhealthy working conditions and practices; prepare clear and concise inspectional and investigational reports; operate a camera and other standard devices such as noise and light meters, and keep abreast of new and changing standards and requirements.

SUPERVISING OSH COMPLIANCE OFFICER I
(SUPVG OSH COMPLIANCE OFFICER I)

8.129

Duties Summary:

Supervises a staff of compliance officers; handles difficult field problems and recommends or requests improvements in standards and operational methods and procedures; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by responsibility for planning, organizing and directing the work of a staff of compliance officers comprising a section concerned with inspections and investigations relative to construction work sites or all other workplaces. A position in this class also actively participates in resolving difficult field problems involving technical standards and relationships with employers and others.

The work is performed in accordance with general supervision and direction, and applicable guidelines.

Examples of Duties:

Organizes and assigns inspections on the basis of incidence and staff availability, competence, etc.; assigns investigations; provides guidance to subordinates with regard to anticipated problems or situations encountered, including uncooperative management and operations for which standards and techniques are inadequate; reviews completed reports and recommendations for adequacy of fact-finding and substantiation, correct application of standards and procedures, and sound management, and recommends approval; makes spot checks in the field to review work, and follows up on unusual and special problems encountered; meets with employers and employer representatives on findings and recommendations; may advise and provide technical guidance on standards, work methods and techniques to compliance officers located in neighbor island county districts; advises superior of problems and developments, and recommends operational policy and procedures; organizes office support services including record keeping; prepares directives and other guidelines and correspondence and reports; assesses staff training needs and provides or recommends training opportunities; evaluates the work of subordinates; may participate in developing budgetary needs.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of occupational safety and health; occupational safety and health standards; industrial, construction, and other workplace hazards and methods of correction and prevention; safety and health inspection and investigation methods and techniques; report writing; principles and practices of supervision.

Ability to: Plan, organize and direct the work of others; interpret, apply and explain occupational safety and health requirements and standards; review and develop operating procedures; maintain effective relationships with employers, employer representatives, employees and others; prepare correspondence, reports and other documents; keep

abreast of new and changing standards and requirements; provide training to subordinates.

SUPERVISING OSH COMPLIANCE OFFICER II
(SUPVG OSH COMPLIANCE OFFICER II)

8.130

Duties Summary:

Directs and coordinates general inspection and compliance operations and activities; develops and implements improvements in standards and operational methods and procedures; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by responsibility for planning, organizing, directing and coordinating general inspection and compliance operations and activities on a statewide basis relative to construction work sites and other workplaces. Concern is with the overall development and maintenance of operations and activities.

A position in this class is at the branch level and directs operations through subordinate supervisors as well as provides technical guidance and instruction and direction to compliance officers in neighbor island county districts. The work is performed in accordance with general administrative direction and applicable laws and other guidelines.

Examples of Duties:

Reviews work reports and recommendations; confers with subordinate supervisors on operational problems and considers changes in operating policies and procedures; reviews controversial and unique issues relative to uncooperative or negligent management, inadequate or unclear standards and techniques, and similar matters and develops and recommends actions and coordinates with other staff; meets with representatives of public and private agencies to review areas of mutual concern and interaction; summarizes and analyzes major problems of enforcement and compliance, and confers with superior and other program specialists; directs the work of subordinates and evaluates the efficiency and effectiveness of operations; prepares correspondence and reports.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of occupational safety and health; occupational safety and health standards; industrial, construction and other workplace hazards and methods of correction and prevention; safety and health inspection and investigation methods and techniques; report writing; principles and practices of supervision; trends and developments in occupational safety and health; and administrative housekeeping practices.

Ability to: Plan, organize, direct and coordinate the work of others; interpret, apply and explain occupational safety and health requirements and standards; review and develop operating procedures; maintain effective relationships with employers, employer representatives, employees and others; prepare correspondence, reports and other documents; keep abreast of new and changing standards and requirements; provide training to subordinates; prepare budget and other administrative reports.