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Developed by:.....SG
Reviewed by:.....FM
Approved by:.....
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Chemical Hygiene Officer
DIVISION: Business and Finance
REPORTS TO: Coordinator, Hazardous Materials & Waste
GRADE: 11
SUPERVISES: Chemical inventory and waste personnel

BASIC FUNCTION:

Establish and maintain appropriate protocols in the areas of chemical management, tracking, disposal and employee training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage all chemicals; utilize chemical tracking system and train all employees as required by regulations and requirements.

Establish protocols for laboratory inspections.

Maintain master MSDS list.

Identify personnel and students regarding appropriate training.

Investigate incidents involving chemical storage or handling.

Establish a campus-wide chemical hygiene plan.

Assist various departments in preparing chemical hygiene plans; develop and maintain a training program for laboratory emergency use.

Assist the various department safety committees in establishing safe operations with the goal of waste minimization.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in the implementation of recommendations that come about from various inspections.

Prepare reports and maintain records as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management software. Valid driver's license; hazardous materials training.

ENVIRONMENTAL CONDITIONS:

The incumbent is subject to both inside and outside work and extreme cold and hot temperatures can be encountered, as well as noise, hazards, hazardous materials, atmospheric conditions, oils; may need to wear respirator.

QUALIFICATIONS:

BS or BA in chemistry or equivalent laboratory science with laboratory and research experience required. Safety and chemical hygiene experience and knowledge of applicable laws, rules and regulations required. Must have the ability to communicate and advise laboratory employees, students and faculty on matters of good laboratory practices, exposure control and monitoring. Must have an understanding of a computer-based inventory system and management of the required MSDS forms. Must be able to maintain a high degree of credibility, and possess the ability to organize, coordinate and supervise support staff. Must be able to prepare and present detailed studies and reports, including recommendations. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before various sized groups. Must be able to travel throughout the University. The nature of the work requires bending, reaching, ascending and descending stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, carrying, feeling, talking, and hearing.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.