



JMT &
Associates, LLC

Human Resources & Safety Consulting

(330) 231-1688 • (309) 423-3085 (fax)

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Job Description

Job Title: Safety Consultant

Department: Safety

Reports To: President

FLSA Status: Independent Contractor

Prepared By: John M. Turner, Ph.D.

Prepared Date: August 2002

Approved By: John M. Turner, Ph.D.

Approved Date: August 2002

Summary

Provides safety consulting services to clients. Responsible to recognize, monitor and make recommendations to ensure that workplace safety hazards are corrected through on-site audits, consulting, ergonomic assessments and interventions according to OSHA and other regulatory agencies. Collaborate with clients on safety policy development and training. Responsible for growing and maintaining client loyalty within the portfolio of assigned accounts using both customer service and safety management skills. Visit general industry and construction work sites on a regular basis.

Essential Duties and Responsibilities include the following. Other duties may be assigned. These describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required for this position.

- * Consult with clients to define need or problem, conduct research, perform studies and surveys to obtain data and analyze data to advise on or recommend solution, utilizing knowledge of safety theory, principles, or technology.
- * Analyze data to determine safety solutions, such as installation of alternate methods and procedures, changes in processing methods and practices and modification of machines or equipment.
- * Provide technical safety consulting services. Responsibilities include recognition, evaluation and recommendations for minimizing employee injuries/illnesses through hazard identification, accident investigation, audits, ergonomic assessments and review of accident history.
- * Provide inspections, observations and feedback to general industry and construction clients on any safety related topic, issue, concern, problem or recommendation.
- * Function as a consultant to client safety committees, employees and management.
- * Assist in program development and direction and be responsible to audit the results.
- * Develop and implement safety compliance training programs and training needs assessments.
- * Partner with clients to ensure safety regulatory requirements are understood and program compliance is being achieved.
- * Develop and deliver customized safety policies.
- * Maintain professional expertise in the safety and health field.
- * Inspect facilities, machinery, construction sites and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance.



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- * Maintain and apply knowledge of current policies, regulations, and industrial processes.
- * Maintain liaisons with outside organizations such as fire departments, mutual aid societies, and rescue teams, so that emergency responses can be facilitated for the client.
- * Report and review findings from accident investigations, facilities and construction work site inspections, and environmental testing.
- * Conduct employee training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment.
- * Conduct or direct testing of air quality, noise, temperature, or radiation levels to verify compliance with health and safety regulations.
- * Investigate industrial accidents, injuries, or occupational diseases to determine causes and preventive measures.
- * Recommend processes that will reduce employees' exposure to chemical, physical, and biological work hazards.
- * Compile, analyze, and interpret statistical data related to occupational illnesses and accidents.
- * Evaluate adequacy of actions taken to correct safety and health inspection violations.
- * Provide technical advice and guidance to clients on how to handle health-related problems and make needed changes.
- * Review employee safety programs to determine their adequacy.
- * Confer with medical professionals to assess health risks and to develop ways to manage health issues and concerns for clients.
- * Interview client personnel to obtain information about work environments and workplace incidents.
- * Plan and conduct industrial hygiene research for clients.
- * Recommend our services to improve client efficiencies.
- * Support sales by participating in potential client sales visits.
- * Maintain client retention and monitor client satisfaction.
- * Provide regular status reports to the President.

Qualifications

- * Knowledgeable of federal, state, and local safety and health regulations.
- * Knowledgeable of OSHA general industry and construction standards.
- * Knowledge and skills of employee training techniques.
- * Effective problem-solving and negotiation skills from both a customer service and safety and health perspective.
- * Expertise in building and managing relationships.
- * Advanced skills in Microsoft Office required.
- * Excellent organizational skills.
- * Ability to multi-task.
- * Excellent interpersonal skills.
- * Proven ability to work in a team-based environment.
- * Strong ability to plan, organize and manage a heavy workload.
- * Demonstrated ability to resolve complex issues without detailed instruction or procedural guidance.
- * Solid written and verbal communication skills.
- * Strong presentation skills.
- * Experience with multiple clients/business units.
- * Capable of preserving confidential or sensitive information.



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Education and Experience

Bachelor's degree from an accredited college or university in safety or a related field.
Ten (10) years of progressive safety experience as a consultant and/or senior safety professional.

Language Skills

Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, employees and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

Certified Safety Professional (CSP) desirable.
OSHA Outreach Instructor for general industry and construction.
Valid driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by a person to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the person is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The person is frequently required to talk or hear. The person is regularly required to walk and drive. The person must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a person encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.



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While performing the duties of this job, the person is regularly exposed to a typical production plant or construction site environment. The noise level in the work environment is usually moderate to very loud. The person could be exposed to wet or humid conditions, work near moving mechanical parts, work in high places, work near fumes or airborne particles, work around toxic or caustic chemicals and work in outdoor weather conditions