

STD JOB DESCRIPTION

U.S.Postal Service

**SAFETY SPECIALIST (EAS-17)
OCCUPATION CODE: 0018-5028**

FUNCTIONAL PURPOSE:

Serves as the occupational safety and health technical advisor in a Processing and Distribution Center; develops, coordinates, and monitors activities related to a comprehensive safety and health program.

OPERATIONAL REQUIREMENTS:

Position use limited as follows: (1) Processing and and Distribution Centers with 1,000 or more career employees; (2) Depending on size and geographic proximity, may be assigned responsibility for multiple Processing and Distribution Centers; (3) JFK, Worldway, and O'Hare AMFs; all BMC's.

DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, and evaluates safety and health activities to meet safety and health goals and objectives; develops safety and health programs for management implementation.
2. Evaluates safety and health training needs of managers and craft employees, including the orientation of new employees; develops, presents, and evaluates training; trains line supervisors and managers to conduct job safety analysis to establish and maintain employee work safety standards; and reviews analyses to ensure inclusion of safety engineering and ergonomic factors.
3. Conducts periodic inspections and evaluations of work, storage, and service areas for hazardous conditions and unsafe work practices; conducts environmental studies; ranks noted deficiencies in terms of severity and accident probability; assists line supervisors, managers, and safety committees to review abatement activities to ensure corrective action and standards compliance.
4. Investigates serious accidents and fatalities; analyzes accident data to determine causes, detect trends, and develop action plans.
5. Ensures management enforcement of compliance with established safety and health policy, procedures, regulations, and standards.
6. Develops safety and health promotion activities, including talks, newsletter articles, posters, and pamphlets; develops and conducts campaigns and contests to increase employee safety and health awareness.
7. Participates in labor/management safety and health committee meetings, providing technical guidance and direction.
8. Coordinates safety and health activities with functional counterparts at Customer Services Area and District Offices.
9. Provides program oversight and technical guidance to line and center management, including the interpretation of laws, regulations, and procedures relating to safety and health, accident prevention, and standards applicable to postal operations.
10. Provides support to the plant Emergency Management Team (EMT) regarding safety and health issues related to emergency management. Participates in the Incident Command structure during all phases of emergencies.
11. Assists with safety and health aspects of the plant Emergency Management Plan to include preparation of emergency action plans; coordination with local emergency officials; and conduct training exercises.

SUPERVISION:

Manager, Safety (District)

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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