

Health & Safety Specialist

Job Code: 6788

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Supports the Environmental Health and Safety Office (EHSO) in the implementation and maintenance of environmental health, safety, industrial hygiene, and hazardous materials management programs. Provides technical, operational, and administrative support to ensure regulatory compliance and safe campus operations.

- Manages the collection, evaluation, packaging, transport, and disposal of surplus chemicals, hazardous waste, and controlled substances in accordance with regulatory requirements and EHSO guidelines.
- Maintains chemical and hazardous waste inventories, including tracking quantities, ensuring proper storage, and conducting and documenting routine inspections of storage areas.
- Coordinates waste disposal activities, including vendor services (lab packs and bulk disposal), and determine appropriate handling, disposal methods, and permit requirements.
- Prepares and maintains required documentation for hazardous materials handling, shipment, environmental monitoring, and regulatory compliance.
- Conducts environmental and occupational sampling (e.g., hazardous, biomedical, and industrial waste; stormwater; wastewater; drinking water; underground storage tanks; indoor air quality).
- Assists with and respond to chemical and biological spill incidents and support industrial hygiene, safety, and indoor air quality investigations.
- Performs laboratory closeout procedures.
- Conducts compliance audits and inspections of campus facilities, including coordination of annual inspections for emergency eyewash and shower systems; document findings and report deficiencies to appropriate personnel.
- Coordinates and conducts annual respirator fit testing and support safety training programs, including maintaining training records and systems.
- Supports recycling and sustainability initiatives, including coordination with campus partners and external vendors.
- Maintains and updates EHSO databases, web-based systems, and records, ensuring accuracy and accessibility of information.
- Develops and maintains safety documentation and communication materials, including forms, procedures, manuals, and training resources.
- Provides guidance and respond to routine inquiries regarding EHSO policies, procedures, and compliance requirements; escalate complex issues as needed.
- May provides administrative support, including scheduling, purchasing, travel coordination, payroll support, and Institutional Biosafety Committee (IBC) meeting and records management.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

- High School Diploma or GED.

Experience:

- 1 year of experience working with hazardous chemicals, laboratory operations, environmental safety, or regulated waste management..

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to read and interpret complex written materials, including technical manuals, blueprints, metrics, policies, and state and federal regulations.
- Knowledge of Safety Data Sheets (SDS) and basic chemical safety principles.
- Basic understanding of safety policies, procedures, and regulatory requirements.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access).
- Strong attention to detail to ensure accuracy of data and documentation.
- Strong organizational skills with the ability to manage multiple projects and meet deadlines.
- Ability to analyze information and develop recommended solutions for review.



JOB DESCRIPTION

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- Ability to observe, gather, and interpret information from multiple sources.
- Excellent verbal and written communication skills.
- Ability to evaluate programs or projects and prepare clear, comprehensive reports.
- Ability to maintain effective working relationships with colleagues, departments, and external partners.
- Ability to respond to on-call emergencies on a 24-hour basis when required.

Working Conditions

Physical:

- Work is performed in both office and field environments, including laboratories, campus facilities, mechanical spaces, waste storage facilities and outdoor locations.
- Work in a variety of environmental conditions, including exposure to varying temperatures, moderate to high noise levels, and occasional unpleasant odors associated with chemicals or waste materials.
- Lift and carry boxes or drums containing training materials, chemicals or spill kits. Lift and pour up to 5 gallon size containers of liquids.
- Read chemical labels, Material Safety Data Sheets, or computer screens to obtain chemical information.
- Enter crawl spaces and tunnels. Walk, stand, lift, carry, push, and pull materials and equipment weighing up to 50 pounds.

Environmental:

- Climb on top of roof or high places to take air samples.
- Work is performed in both office and field environments, including laboratories, campus facilities, mechanical spaces, and outdoor locations.
- May be exposed to hazardous chemicals, biological materials, regulated waste, and other environmental health and safety hazards.
- Requires use of personal protective equipment (PPE) such as gloves, respirators, safety glasses, protective clothing, and other safety gear.
- Must be able to respond to emergency situations, including chemical and biological spills, on an on-call basis.
- Work may require occasional evening, weekend, or after-hours response depending on operational or emergency needs.
- Must be able to follow strict safety protocols and regulatory requirements in potentially high-risk environments.

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