



SAFETY SPECIALIST

Department: Capital Programs &
Environmental Affairs
Level: 6, Non-Exempt

Unit: 5180
Supervisor's Title: Program Manager,
Safety

ESSENTIAL TASKS OF THE JOB

Ensure that Massport construction projects are in compliance with applicable Massport, state and federal occupational safety and health regulations.

1. Performs site inspections and audits to assure compliance with safety regulations.
2. Performs site inspections regularly, identifies safety and security violations and makes recommendations for correcting discrepancies and possibly changing work procedures or behaviors.
3. Conducts or participates in pre-construction and pre-bid safety briefings for contractors.
4. Participates in meetings and represents the Safety Manager as directed.
5. Represents the Safety Office with project managers in assigned construction projects.
6. Identifies safety training requirements and participates in scheduling, developing, and delivering safety-training sessions.
7. Advises the Safety Manager of the status of various safety programs as necessary.
8. Ability to record and analyze data related to safety violations and make recommendations for improvement.

Assist in coordinating activities of Massport Construction Safety Committee.

1. Attend committee meetings, monitor committee activities and provide committee with topical information.
2. Prior to each committee meeting, review minutes from previous meeting and identify issues requiring contractor or Safety Office action.
3. Provide necessary follow-up on identified safety matters to ensure corrective action is completed.
4. Assist the Program Manager in coordinating scheduling of speakers for presentations to committee.
5. Record meeting activities/discussions accurately and efficiently in order to

distribute meeting minutes to the members of the safety committee.

Perform miscellaneous duties related to the Safety Program.

1. Reviews required contractor submittals, such as, confined space entry plans, demolition plans, site-specific safety plans and accident investigations to accept or reject submittals.
2. Store, maintain, operate and calibrate Massport electronic safety analysis equipment.
3. Participates in the development of safety rules and operational standards.
4. Prepares a comprehensive schedule of safety office activities, such as audits, safety committee meetings, and pre-bid and pre-construction meetings.
5. Performs Indoor Air Quality assessments as requested.
6. Performs safety orientations for new Massport employees.
7. Maintains detailed inventory of safety supplies.

Assists in developing and implementing programs to reduce Massport employee injuries in order to control costs associated with self-insured workers compensation program.

1. Performs Job Hazard Analyses to identify hazardous work processes and to recommend modified procedures, new technology or personnel protective equipment to reduce incident of injury.
2. Develops and provides training to employees to improve safety performance. Reviews and recommends training aids such as safety training videos and toolbox talks to supplement classroom training sessions.
3. Conducts accident investigations in order to identify and eliminate factors that contribute to workplace injuries.
4. Conducts accident investigation training for Massport supervisors in order to improve accident investigations that identify contributing factors to workplace injuries. Conducts accident review meetings to determine root cause and prevent future recurrences.

Provides loss control services at Massport facilities to reduce employee exposure to injuries and general liability insurance claims.

1. Performs inspections at all Massport facilities to identify unsafe conditions.
2. Produces reports outlining results of inspections including hazards identified, location of hazards, and pictures of hazards/unsafe conditions.
3. Recommends corrective action to abate unsafe conditions.
4. Provides follow up to ensure that unsafe conditions are eliminated.
5. Performs investigations and prepares reports of incidents with general liability implications.

Assist in developing programs in response to updated safety regulations or initiatives.

1. Confined Space Program
2. Working at Heights
3. Lockout/Tagout Program
4. Respiratory Protection Program
5. Hearing Conservation Program

Perform Ergonomic Assessments for Massport employees as requested.

1. Makes recommendations on equipment and work environment in order to eliminate or alleviate employee discomfort.
2. Maintain files on assessments performed and action taken.
3. Coordinate ergonomic activities with area managers and supervisors to explain issues and actions related to assessments.

Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

Bachelor's degree in safety engineering, public health and safety, occupational safety, or related technical field.

Experience

3-5 years' experience working in a safety specific role desired. Training experience in identification and evaluation of safety hazards preferred. Sound knowledge of construction practices, construction sites and construction compliance issues desired.

UNIQUE EXPERTISE/CERTIFICATIONS/REQUIREMENTS

1. Working knowledge of relevant Massachusetts and federal laws, regulations and codes.
2. Knowledge of OSHA safety regulations. Strong grasp of 29 CFR 1926 Construction Industry Standards Preferred
3. Demonstrated oral and written communication skills; and strong interpersonal skills.
4. Current and valid driver's license unrestricted except for corrective lenses.
5. Ability to pass airfield driving test and obtain an Aerodrome Ramp and Apron License.
6. Ability to pass Massport security clearance and obtain a Massport security badge.
7. Ability to complete relevant training.
8. Ability to pass a Massport controlled substances test and security background checks.
9. OSHA 10, OSHA 30, and any similar OSHA training certifications preferred.

WORKING CONDITIONS

Environmental Parameters: Ability to work in an office and to travel to all Massport facilities. Ability to work in an airport and seaport environment with conditions consistent with a construction site, mechanical space, or other similar area not designated for occupancy.

Physical Demands:

Strength: Ability to exert up to 50 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move an object.

Type: Ability to match and sort items based on color; to distinguish between different colors. Ability to: walk or stand for long periods of time in normal conditions and in areas not designated for occupancy.

WORK SCHEDULE

Ability to work 40-hour workweek, and ability to meet fluctuating workload demands as necessary. Ability to carry and respond to a cellphone 7 days per week, 24 hours per day.