

Environmental Health & Safety Coord III (Laboratory Safety) J o b D e s c r i p t i o n

JOB INFORMATION

Effective Date	9/20/2023
Job Code:	2346(2)
Job Title:	Environmental Health & Safety Coord III (Laboratory Safety)
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	
Job Family:	
Job Summary	Environmental Health & Safety Coordinator III (Laboratory Safety) is responsible for the environmental, health, and safety concerns in research and teaching laboratories including physical, chemical, radiation, laser, biological, and other hazards. Ensures overall safety of laboratory programs via biological, radiological, or chemical safety committees, procedure risk assessments, safety manuals, training, etc. Conduct and ensure hazard assessments are conducted for administrative controls, safeguards, safety procedures, equipment, and PPE needed to eliminate or mitigate those lab risks. Update Laboratory safety manuals, and create safety protocols and procedures for chemical, biological, and radiological substances. Create inspection schedule and follow-up with faculty for corrective actions. Identifies, develops, and implements training programs for compliance and health and safety of lab employees and students. Monitors lab safety equipment including fume hood and biosafety cabinet efficiencies. Participates in emergency response and spill procedures within the labs. Ensures compliance with federal and state health and safety laws and regulations, university policies and procedures, and recognized organizational standards. Provides expertise on specific compliance issues and serves as a liaison with regulatory agencies, assisting with external inspections. Other duties as assigned or required to keep the University in compliance.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Bachelors degree in Industrial Hygiene, Safety, Environmental Management, Environmental Science or other related field. Must have completed 12 hours of college level chemistry coursework.	Required	
Master's Degree	Master's degree in related discipline.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	At least 4 years experience in an Environmental, Health, and Safety Field.	Required	
Some	5 years EH&S related experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	CHMM or CIH or ASP/GSP or CSP	within 1 Year	Required	
	CIH or CSP or RSO or LSO or CHMM		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Competency and skills to apply Federal and State statutes and organizational standards to Laboratories. Knowledge of Environmental Regulations as they pertain to waste. Ability to sample, classify, profile, and ship Lab wastes as necessary. 	Skilled
<ul style="list-style-type: none"> Ability to develop and implement training programs for all employees including services/crafts, faculty and administrators in Laboratory and Research Safety through a variety of presentation methods. 	Skilled
<ul style="list-style-type: none"> Ability to create, oversee, and evaluate Laboratory Safety programs for all employees including services/crafts, faculty, and administrators for Biosafety, Chemical, Physical & Health Safety, Radiation, laser, etc. 	Skilled
<ul style="list-style-type: none"> Knowledge of Radioactive Materials Regulatory requirements. Ability to calibrate, monitor, sample and evaluate Radiation Materials: isotopes and lasers; X-ray if needed. 	Skilled
<ul style="list-style-type: none"> Evidence of strong management and organizational skills and the ability to create and evaluate clear, concise written reports at the application and analysis level. 	Skilled
<ul style="list-style-type: none"> Management skills to supervise any lab technicians, interns, or Industrial Hygiene and Safety Technician for Laboratory Safety and Research Safety. 	Skilled
<ul style="list-style-type: none"> Capability to interact professionally and cooperatively with employees at all levels. 	Skilled
<ul style="list-style-type: none"> Critical knowledge and self analysis to determine when to recommend subcontracting out Laboratory Safety, Research Safety, and Radiation Safety items for more expert experience. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversee and Implement Laboratory Environmental, Health and Safety Requirements for physical, chemical, radiation, laser, biological, and other hazards. 	10%
<ul style="list-style-type: none"> Review, update and maintain Radiation Safety program and maintain records for training, surveys, wipe tests and inspections per regulatory and license requirements. 	10%
<ul style="list-style-type: none"> Oversee the Laboratory Safety Committee(s) and Radiation Safety Committee. 	10%
<ul style="list-style-type: none"> Review, update and maintain the Chemical Safety Program, including high physical and toxic hazards. 	10%
<ul style="list-style-type: none"> Assess risks of hazardous substances and procedures and implement administrative controls, safeguards, procedures, safety equipment or PPE as needed to eliminate or mitigate risks. 	10%
<ul style="list-style-type: none"> Develop and Implement Biological Safety Program for Laboratories. 	10%

Essential Functions

Essential Function	% TIME
• Develop and Implement Laboratory Construction design and Renovation safety reviews.	10%
• Conduct or oversee Laboratory safety inspections and corrective action follow-up.	10%
• Develop, Perform and/or coordinate and track laboratory training courses.	10%
• Assist in implementing environmental requirements as they pertain to waste generation in labs.	5%
• Conduct or oversee Laboratory fume hood and ventilation equipment testing.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Safety & Security

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Carrying				X		
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching				X		
Handling				X		
Grasping				X		
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description