



The University of North Carolina Wilmington

**Environment, Health and Safety Professional Competency Profile**

**DESCRIPTION OF WORK:** Environment, Health and Safety (EHS) professionals analyze work environments to design and implement programs to control, eliminate, and prevent disease, injury, and/or environmental impact caused by chemical, physical, radiological, and biological agents, ergonomic and/or other factors. Work may involve risk analysis, environmental program management (such as permitting, waste management, remediation), fire safety, industrial hygiene, emergency preparedness or other programs. Employees may conduct inspections and inform the leadership of areas that may not be in compliance with local, state and federal regulations and employer policies, in order to gain their support for addressing the correction of these areas. Employees in this class manage and build culture in their community to instill culture and accountability. Employees advise management on the cost and effectiveness of environmental health and safety programs. May have the authority suspend the operations for identified EH&S concerns.

**ROLE DESCRIPTIONS BY COMPETENCY LEVEL**

Contributing	Journey	Advanced
<p>Environment, Health and Safety Professionals at this level implement and monitor existing programs, conduct routine inspections, and provide general information on safety and environmental deficiencies, the proper handling and/or storage of chemicals and waste products. Positions receive work assignments and apply a basic knowledge of applicable laws, regulations and guidelines. Positions may also serve as first-responders to EHS emergencies.</p>	<p>Environment, Health and Safety Professionals at this level manage a significant aspect or component aspect of an EHS. Positions serve as technical experts in the specialty area and provide interpretation of applicable laws and guidelines, including consultation and training. Positions may also serve as first responders to EHS emergencies and are likely to manage these situations. Additionally, these positions may conduct non-routine inspections and/or equipment reviews.</p>	<p>Environment, Health and Safety Professionals at this level will manage one or more standard EHS programs or single program of moderate scope and complexity, determining and adapting procedures as needed. These positions conduct audits and provide data analysis to determine impacts. These positions serve as program experts and promote overall compliance with applicable regulations and guidelines, including communicating technical expertise. Employees at this level may coordinate the work of others.</p>

<b>Competency</b>	<b>Definition</b>
<b>Professional- Knowledge</b>	Knowledge of EHS State and federal rules and regulations; knowledge of local policies and regulations, and accreditations and consensus requirements such as JACO, ASHRAE, ANSI, etc; knowledge of applicable equipment.
<b>Program Monitoring and Administration</b>	Inspects/assesses, monitors, investigates and/or recommends corrective action; conducts trends analysis; documents compliance with standards; performs technical work, program design and implementation; accountability for outcomes of EHS issues.
<b>Training and Education</b>	Educates and trains employees in safety awareness and specific EHS requirements; may assess, develop, design, implement, and provide consulting services to management on safety topics.
<b>Safety and Health Compliance</b>	Demonstrates an understanding of applicable policies and procedures, and maintains conditions that ensure a healthy and safe working environment.
<b>Communication</b>	Interprets and communicates information to individuals or groups; delivers presentations suited to the characteristics and needs of the audience. Clearly and concisely conveys written information orally or in writing to individuals or groups to ensure that they understand the information and the message. Listens and responds appropriately to others.

<b>Competency</b>	<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<b><i>Program-Knowledge</i></b>	<ol style="list-style-type: none"> <li>1. Enforces University, local, State and Federal guidelines; stays current on trends in the industry and may recommend changes to campus programs.</li> <li>2. May consult with various specialty agencies (DOL, EPA, OSHA) for guidance on program structure, components and effectiveness.</li> <li>3. Provides technical support and consultation services to assigned units to determine EHS needs.</li> <li>4. Applies basic knowledge and understanding of EHS principles, practices, and equipment to determine if proper methods and procedures are utilized and to assure compliance with Federal, State, local, and Industrial regulations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administer University, local, State, and Federal guidelines; stay current on emerging industry trends and incorporate changes/updates to campus programs.</li> <li>2. Assesses new trends/issues (sustainability), researches impact on a University, and/or develops policies. Addresses issues that are moderate in scope in compliance with University, local, State and Federal laws and regulations.</li> <li>3. Provides technical support, analysis, and consultative services to identify or rectify EHS programmatic area(s) that are moderate in scope (i.e. construction safety plans).</li> <li>4. Applies considerable knowledge and understanding of EHS principles, practices, and equipment to determine if proper methods and procedures are utilized and to assure compliance with Federal, State, local, and Industrial regulations. Modifies and/or designs equipment and tools.</li> </ol>	<ol style="list-style-type: none"> <li>1. Oversees incorporation and implementation of University, local, State and Federal guidelines; stays current on trends in the industry; interprets and incorporates changes/updates to campus programs.</li> <li>2. Develops EHS policies addressing unique issues that are significant in scope in compliance with University, local, State, and Federal laws and regulations. Tracks emerging issues where limited information exists.</li> <li>3. Serves as technical expert and resource; may design and implement corrective action for non-standard situations/occurrences requiring immediate action.</li> <li>4. Applies in-depth knowledge and understanding of EHS principles, practices, and equipment to determine if proper methods and procedures are utilized and to assure compliance with Federal, State, local, and Industrial regulations. Develops, designs and uses specialized equipment for unique situations.</li> </ol>

<p><b><i>Program Monitoring and Administration</i></b></p>	<ol style="list-style-type: none"> <li>1. Conducts and documents routine inspections of various facilities (ranging from research/teaching labs to residence halls); establishes an inspection schedule and/or responds to “work order requests”; makes recommendations for standard corrective action when needed; establishes time frame for corrective action to be implemented.</li> <li>2. Determines cause during incident investigation; identifies and recommends standard corrective action for unsafe conditions; determines preventative measures.</li> <li>3. Administers EHS program(s) of a limited scope</li> <li>4. Maintains a database for tracking storage of EHS data.</li> <li>5. Collect data for an EHS assessment following standard protocol.</li> </ol>	<ol style="list-style-type: none"> <li>1. Conducts and documents moderately complex inspections/investigations (i.e. construction sites); assists in corrective action strategies; assesses, determines, plans and implements corrective action for standard to non-standard situations.</li> <li>2. Evaluates incident, makes appropriate decisions regarding the need for facility evacuations and additional resource needs, initiates necessary actions to control the situation until help arrives.</li> <li>3. Directs and maintains EHS program(s) of moderate scope (may include supervision, variety of settings, technical intricacies in testing and assessment).</li> <li>4. Develops and maintains a database for tracking of EHS data; monitors trends and evaluates existing data; provide annual reports to regulatory agencies; oversee collection of field data.</li> <li>5. Conduct EHS assessments to determine impact and program effectiveness.</li> <li>6. Reviews building design and/or workplace process/procedures for a moderately complex facility for EHS concerns.</li> </ol>	<ol style="list-style-type: none"> <li>1. Conducts audits of various program(s) administered by “lower level” practitioners; investigates difficult/complex situations that have significant consequence of error; determines and adapts procedures and/or practices based on a broad variety of regulations impacting assessment and corrective action (i.e. bio-safety, asbestos, lead. Laser, multiple labs, medical surveillance on a larger campus).</li> <li>2. Manages emergency response; may provide technical expertise and/or assist other responding agencies.</li> <li>3. Manages an EHS program of some scope/impact or a variety of broad reaching programs (depending on the U/A); develops objectives; some budget responsibilities; professional authority/accountability to manage program.</li> <li>4. Analyzes and interprets data; provides direction for report preparation (internal and external to the university).</li> <li>5. Conducts EHS assessments to determine impact and program effectiveness. Decision may have significant consequence.</li> <li>6. Serves as a technical expert and resource for building design and/or workplace process/procedures for a moderately complex facility for EHS concerns.</li> </ol>
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<p><b><i>Training &amp; Education</i></b></p>	<p>1. Delivers routine training on a regularly scheduled basis for assigned work units. 2. Disseminates educational information tools to aide in educational awareness.</p>	<p>1. Designs and develops training programs; coordinates and trains others on EHS measures and guidelines to meet the level of the audience. 2. Designs and develops educational materials of moderate complexity or for a specialized area.</p>	<p>1. Utilizes significant technical expertise to serve as Subject Matter Expert in developing and implementing new or original programs; evaluates effectiveness of the training programs. 2. Analyzes and identifies specialized EHS standards and educational resources requiring significant analysis to determine training materials and communication methods.</p>
<p><b><i>Safety &amp; Health Compliance</i></b></p>	<p>1. Applies basic knowledge of local State and Federal rules, regulations to determine compliance within assigned program area(s); complies with EHS measures and guidelines. 2. Performs self-audits to determine program effectiveness.</p>	<p>1. Applies n-depth knowledge of local, State and Federal regulations to determine compliance within program area(s); oversees compliance with EHS measures and guidelines. 2. Reviews permits/projects for design and implementation of work; establishes procedures for operational compliance and tracking performance of permit holders. 3. Trains others to perform self audits; reviews self-audits completed by others. 4. Ensures proper certifications are obtained and maintained. 5. May consult with industry professionals to stay current of trends and issues</p>	<p>1. Analyzes a wide variety of local State and Federal rules, regulations to determine University compliance; manages compliance with EHS measures and guidelines. 2. Determines composition of corrective actions of existing programs; makes decisions impacting the campus policy or procedure. 3 Ensures self-audits are performed; reviews for completeness. 4. Makes final decisions in certification; recommends changes to EH&amp;S license or permits. 5. Consults and negotiates with industry professionals to provide guidance on EHS regulations and encourage/promote campus compliance.</p>

<i>Communication</i>	<ol style="list-style-type: none"> <li>1. Communicates inspection results and recommendations effectively to mid-level managers and administrators verbally, followed by a written report.</li> <li>2. Conveys general rules and regulations to campus clients.</li> </ol>	<ol style="list-style-type: none"> <li>1. Interprets inspection results and recommendations effectively to higher level administrators; implements inspection recommendations.</li> <li>2. Interprets rules and regulations based on campus inquiries.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicates major investigation and actions, internal and external to the organization.</li> <li>2. Interprets regulations in technical area of expertise for others both internal and external to the organization, including the media.</li> </ol>