

Environmental Health & Safety Specialist

Duke Kunshan University

Job Description

Position Overview:

The Office of Environmental Health and Safety (EH&S) mission is to support the overall goals of Duke Kunshan University by developing, implementing, and administering comprehensive EH&S programs and policies to reduce work-related injuries, incidents and environmental impact while ensuring compliance with applicable occupational health and safety regulations, standards and best management practices. Under minimal supervision, the EH&S Specialist will perform duties in Laboratory and Occupational Safety in a multi-disciplinary EH&S environment with strong emphasis on laboratory safety (chemical safety, occupational safety & health, industrial hygiene, laser safety, biological safety, radiation safety, and ergonomic evaluation). The primary purpose of this position is to provide services directly to the clients through field consultations, technical assistance, inspections, training, data collection and analysis.

Reports to:

Director of Environmental Health and Safety

Essential Duties:

- Assist in the development and implementation of the university hazardous waste management program. Ensure that laboratory personnel label, store, and disposal of hazardous waste properly. Responsible for maintaining proper records and filing reports of hazardous waste. Coordinate regular hazardous waste pick-up.
- Conduct comprehensive laboratory safety inspection to ensure that work performed within the laboratories is conducted in as safe a manner as possible and in compliance with applicable laws and regulations. Conduct follow-up inspection to ensure that safety deficiencies are corrected in a timely manner.
- Develop and conduct appropriate safety training for faculty, staff, and student working in the laboratory. Ensure that training record is documented and records of training documents are being maintained.
- Assist laboratories in performing risk assessment and makes recommendations on appropriate lab safety practices.
- Assist with the development and implementation of a comprehensive laboratory safety programs

based on regulatory requirements, best management practice guidance and the University policy. Prepare, updates, and draft policies, guidelines, and procedures for chemical, biological, and physical hazards and processes.

- Participate in emergency response, providing information to campus and local emergency response agencies upon request.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Bachelor's degree in occupational safety, physical, chemical, biological science, engineering, or other related field, with a minimum of 3 years' experience as a safety professional
- Maintains strong collaborative and professional relationship with faculty, researchers, and laboratory personnel while actively promoting a culture of safety.
- Possess a strong working knowledge of local occupational health, safety and environmental regulations.
- Fluent communications in both Mandarin and English