

## **Industrial Hygiene and 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. The primary function of the position is to provide coordination and supportive duties for the administration and maintenance of occupational health and safety programs. The incumbent will provide industrial hygiene/safety services, technical support and compliance guidance to University personnel.

##### **Reports to:**

Director of Environmental Health & Safety

##### **Essential Duties:**

- Conduct workplace health and safety assessments to evaluate potential hazards and to assist follow-up with accidents and general complaints including but not limited to indoor air quality.
- Conduct employee and student training; participate in emergency preparedness activities and drills.
- Assist and participate in the development, implementation, and maintenance of programs, systems, and procedures necessary to ensure overall safety and health of the University community. Lead the university's efforts in drafting, maintaining, and promoting its occupational safety programs and policies, such as construction safety, personal protective equipment, hazard communication, respiratory protection, hearing conservation, confined space entry, ladder safety, fire safety, electrical safety, logout/tagout, fall protection, ergonomics, and fields safety.
- Collaborate with Duke Kunshan University's Office of Project Management and Office of Campus Operations to develop and implement relevant safety related programs and training.
- Attend pre-construction meetings and project meetings as necessary to communicate performance expectations established by the Office of Environmental Health & Safety.
- Serve as EH&S Response Team member and participate in emergency response program on rotating basis. The incumbent may be requested to respond to emergency incident such as serious

medical emergency, hazardous material spill, and/or for services provided within the employee's subject area of expertise after-hours, weekend, or holiday.

- 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, engineering, or other related field, with a minimum of 3 years' experience as a safety professional.
- Maintains strong collaborative and professional relationship with the Office of Project Management, the Office of Campus Operations, and other University's Offices 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.