

**USF Job Class Description**

JOB CODE: 1411

JOB TITLE: Safety and Compliance
Manager

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt - Professional

CBU: 29

Effective 04/20/07

Updated 7/18/2022

Job Title: Safety and Compliance Manager**Job Summary**

A Safety and Compliance Manager supervises staff and manages a program of inspections, training, and consultation in a particular safety specialty to ensure that research projects and/or campus facilities comply with applicable laws, rules, policies and procedures. This position is the highest level technical expert in an environmental health, research compliance, or safety program.

Nature of Work

A Safety and Compliance Manager supervises compliance staff and manages a safety program in a specialty area such as biological safety, fire safety, diving safety, animal care, chemical safety, industrial hygiene, air quality, or hazardous waste disposal. The position develops and conducts training programs for staff and administrators in technical compliance procedures, and may design procedures for the safe use and disposal of hazardous chemical and biological material. This position compiles compliance reports and supervises regulatory recordkeeping and submission of reports to regulatory agencies. This position may act as chief advisor to a regulatory committee such the Institutional Biosafety Committee (IBC) or Institutional Animal Care and Use Committee (IACUC). Safety Compliance Managers do not support a single research program or department, but oversee compliance issues in broad areas of the university. This position meets the FLSA criteria for a professional exemption since it performs work that requires advanced knowledge in a field of science which is predominantly intellectual in character and requires the consistent exercise of discretion and judgment. Work at this level is distinguished from Safety and Compliance Officer by supervision of staff and acting as the highest level technical expert in the design of a specific compliance program under the general supervision of a higher level administrator.

Examples of Duties

- Designs and executes a review program for research and teaching protocols involving use of hazardous chemicals, biological waste, or other potentially dangerous materials or practices. Ensures adequacy of training, and provides oversight for performance of research in accordance with federal, state and local laws and regulations.
- Develops program standards for the orientation and certification of new personnel who care for laboratory animals. Develops and implements policies regarding serological

health surveillance, microbiological monitoring, quarantine practices, compliance issues, and Good Laboratory Practice (GLP) studies.

- Develops and implements operating procedures and standard forms for groups such as the Institutional Animal Care and Use Committee (IACUC) or Institutional Biosafety Committee (IBC). Maintains historical records of committee decisions. Provides guidance and interpretation of policies and procedures to research personnel and animal care staff or campus administrators.
- Designs and executes a broad program such as fire safety, air quality, or industrial hygiene. Prepares reports and recommendations, supervises safety drills, and disseminates safety procedures to the university.
- Designs and conducts training classes in areas such as chemical safety, fire safety, or diving safety.
- Manages hazardous biological and/or chemical waste collection and disposal.
- Serves as USF's diving safety officer including verifying training and experience of divers and training divers in safety techniques in accordance with appropriate Occupational Safety and Health (OSHA) and other regulations. Reviews and approves dive plans.
- Supervises technical or profession staff who conduct inspections, remove hazardous wastes, and/or review research proposals for compliance with appropriate federal, state and local laws and regulations.
- Provides appropriate information to regulatory agencies and represents the university as the primary contact with outside agencies.

Minimum Qualification Requirements

This position requires a Bachelor's degree and five years of experience in safety or research compliance; or a Master's degree and three years of experience in safety or research compliance. Progressively responsible experience involving safety or research compliance may be substituted on a year for year basis for the required education. Certification in a specialized safety compliance area may substitute for a year of experience.

Licensure Requirements

Specific positions may require licensure or certification in a specialized safety compliance area.