



Office of Compliance

Office of the General Counsel

Safety and Health Specialist (avg. 30-32 hrs per week)

Safety and Health Specialist (avg. 15 – 20 hrs per week)

November 28, 2012

The Office of Compliance is seeking to contract with two occupational safety and health specialists (avg. 30-32 hours/week) and one occupational safety and health specialist (avg. 15-20 hours/week). The Congressional Accountability Act requires the General Counsel of the Office of Compliance to inspect facilities in the Legislative Branch of the federal government for compliance with occupational safety and health standards at least once each Congress. The General Counsel is required to submit reports identifying the violations identified, describing the steps necessary to achieve their abatement, and assessing the associated risks to employee health and safety.

The Office requires the assistance of contracted occupational safety and health professionals to provide professional health and safety services including: routine and requested inspections and evaluations of Legislative Branch work places in the Washington, D.C. and surrounding areas that serve as places of employment covered by the Act. These include the Capitol, the House and Senate office buildings, the Library of Congress buildings, Government Accountability Office building, and United States Capitol Police work areas, among others. The types of spaces and operations within these workplaces include: office space, warehouses, workshops, special collection storage facilities, electrical and mechanical equipment with operations including landscaping, equipment operations, high voltage equipment maintenance, confined space entry and more. Assignment of work is based on qualifications and priorities set by OOC.

The Safety and Health Specialist shall be responsible for:

1. Conducting complex and difficult inspections and making assessments to identify occupational safety and health risks;
2. Identifying violations of Occupational Safety and Health Administration standards and violations of the general duty clause of the OSH Act;
3. Analyzing work environments and programs designed to control, eliminate, and prevent disease or injury caused by chemical, physical, radiological, and biological agents or ergonomic factors;
4. Investigating unsafe working conditions leading to injuries or illnesses, studying possible causes, and recommending remedial action to prevent the recurrence of a similar injury or illness;
5. Uncovering patterns in data that implicate a specific cause such as system failure, human error, incomplete or faulty decision making, or a weakness in existing policies or practices;
6. Interviewing employees and collecting measurements necessary to quantify employee exposures, including industrial hygiene monitoring;

7. Reporting findings clearly and succinctly;
8. Recommending measures for controlling, abating and quantifying risks for identified hazards;
9. Developing plans for implementing corrective actions for employing organizations;
10. Tracking the progress of the abatement of hazards;
11. Documenting closure of action items or facilitating follow-up meetings to determine why critical action items have not been implemented.
12. In addition, the Contractor shall assist the Office of the General Counsel in collecting data and preparing biennial reports to Congress on the status of the occupational safety and health conditions within the Legislative branch.

Qualifications

- 5 or more years of experience in occupational safety and health profession. Experience in inspection, compliance and/or enforcement is preferred.
- Bachelors Degree in Occupational Safety and Health or related degree. Degree may be waived based on the years and type of experience.
- Knowledge of and skill in enforcing occupational safety and health standards or related codes and regulations.
- Skill in conducting investigations and inspections.
- Ability to prepare narrative reports of a technical and/or enforcement nature.
- Ability to clearly and objectively communicate technical information and interact with senior management officials, including Members of Congress, their staff and individuals with diverse backgrounds and levels of understanding.
- Ability to communicate effectively both orally and in writing.
- Possession of a security clearance or eligibility to qualify for such a clearance.
- U.S. Citizenship.

To Apply:

Email resume and list of references to:

Kathy Schluter

Administrative Assistant, Office of Compliance

Kathy.Schluter@compliance.gov

(202) 724-9251

www.compliance.gov