

*ASRC Federal Field Services*  
*Job Posting*

*Location:* Plum Island, New York  
*Position Title:* Associate Safety Specialist  
*Date of Posting:* August 7 2023

**Summary:**

Assist and support all aspects of operational and occupational safety functions at a research facility, interacting with both operational support staff and scientific researchers. Participate in developing and implementing a comprehensive facilities safety program undertaking indicated and necessary adjustments to procedure and resources in order to ensure improvements in service delivery. Serve as the staff specialist in safety by developing and carrying out procedures with the line organization that effectively control accident and health exposures.

**Roles/Responsibilities:**

- ▶ Accountable for personal safety, the safety of fellow employees and contractors, and for promoting a safe work environment.
- ▶ Responds to employee inquiries, concerns on safety, and informs supervisor of his response.
- ▶ Assists in the investigation of incidents, as necessary.
- ▶ Ability to conduct inspections, safety observations, job safety analysis, and risk assessments alone or in groups.
- ▶ Participate with teams to develop mitigation activities and corrective actions for recognized hazardous conditions.
- ▶ Support safety education/teaching in various environments, while assuring safe operating procedures are implemented and followed to ensure the safety and health of employees.
- ▶ Manage the data entry of completed inspections and submit findings to respective departments for corrective actions to be taken. Follow-up with owners to ensure corrective actions have been taken.
- ▶ Update content and materials on safety and health communication sites built in SharePoint Platform.
- ▶ Assist with maintenance of PPE program including audits of inventory, distribution, and training on PPE.
- ▶ Assist with chemical management program including audits of materials and safety data sheets.
- ▶ Continues personal education through safety related conferences and OSHA training.

**Qualifications:**

Bachelor's Degree or equivalent; 0-2 years of related experience. Education may be used in lieu of experience. Proficient at applications within Microsoft Office 365. Experience with SharePoint Communication Sites. Must be a US Citizen and be eligible for PIADC clearance, possess a valid driver license and must undergo required examination and vaccination. As a condition for employment, all personnel entering the BSL-3 biocontainment facilities at Plum Island shall not be in contact with specific susceptible animals and their premises off Plum Island for a period of five (5) days after leaving biocontainment. Currently, restricted species are cattle, sheep, goats, deer, other ruminants, and swine. Contact with horses, birds (agricultural and pet birds) and rabbits are normally permitted, but restrictions may be placed on staff working with or near contagious agents affecting these species. Restricted livestock or other restricted animals may not be housed on the premises where the employee lives and where the quarantine cannot be enforced.

**Procedure:**

AFFS employees interested in the above position should submit a letter of interest to Patty Caufield,

Site HR Manager

*Approved for Posting:*

**ELLEN P**

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Date: 2023.08.05  
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Manager: CLAS (affiliate)

**CHARLES M  
LACOUR III**

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Project Manager: (affiliate)