

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

8.703

8.704

Class Specifications
for the classes:

HOSPITAL HAZARDOUS MATERIALS SPECIALIST IV & V
SR-22; SR-24
BU:13

HOSPITAL HAZARDOUS MATERIALS SPECIALIST IV

8.703

Duties Summary:

Develops, evaluates and maintains the safe handling, use, storage, transport and disposal of hazardous materials for a hospital; reviews, recommends and implements policies and procedures; and performs other duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for the hazardous materials program for a hospital of the Hawaii Health Systems Corporation (HHSC). The hazardous materials program is concerned with regulating the handling, use, storage, transport and disposal of hazardous materials and wastes to maintain a safe environment for patients, visitors, and employees.

The position in this class is responsible for reviewing, recommending and implementing policies and standards including threshold limits (i.e., limitations based on safety) for the handling, use, storage, transport and disposal of hazardous materials in a hospital setting; providing advice and assistance to administrative and department managers; observing activities and consulting with hospital management and staff on problems and ways to improve and increase the effectiveness of the program.

The work also includes responsibility for establishing and maintaining liaison with appropriate State, County and Federal agencies in matters dealing with hazardous materials and its regulations.

The work is performed under the general supervision of the Hospital Administrator, Assistant Administrator or designee.

Commodities considered hazardous under this program are:

1. Various elements, compounds, and chemicals determined to be hazardous by the State Department of Health;
2. Elements, compounds and chemicals designated as hazardous by the Environmental Protection Agency;
3. Other gaseous, liquid or solid state substances determined to be hazardous by local, Federal and/or State agencies;
4. Radioactive materials; and
5. Infectious and regulated medical wastes, including sharps.

Examples of Duties:

Develops, coordinates and maintains the Hazardous Materials Program for a hospital of Hawaii Health Systems Corporation; reviews, recommends and implements policies and procedures covering the handling, use, storage, transport and disposal of hazardous materials in the hospital consistent with the rules and regulations of federal agencies, other State agencies and City or County agencies having jurisdiction over the handling of hazardous materials; serves as the facility's Hazardous Materials Specialist, providing the Hospital Administrator and/or assistant administrator with advice and assistance in matters relating to the control and storage of hazardous materials; conducts special studies to provide data and information to evaluate hazardous materials rules, policies and procedures; identify regulatory problem areas and recommend improvements in safety and hazardous materials policies, rules and procedures; recommends facility standards and threshold limits for hazardous commodities; keeps facility abreast of developments in the quest to develop the safe and controlled handling, use, storage, transport and disposal of hazardous materials and all procedures and safety precautions of such movement; establishes inspection procedures to ensure that rules and procedures relative to hazardous materials are being carried out and assists in making periodic inspections; develops and maintains an incident/accident reporting system for hazardous materials; coordinates and maintains liaison with all State, City, County and Federal agencies including the State and County civil defense agencies; may serve as the facility's representative on various committees involving hazardous materials, such as the Department of Health's Radiological Safety Committee; submits reports of activities to various committees and boards to meet and ensure accreditation and regulatory compliance.

Knowledge and Abilities Required:

Knowledge of: General knowledge of laws and rules relating to hazardous materials; JCAHO standards, hazardous materials management and safety objectives and methods; special handling and use; basic research and evaluation methods; governmental organizations and functions; public administration; report writing.

Ability to: Understand, interpret and apply rules, regulations and standards to the specific needs of the facility; analyze and identify problems and recommend sound solutions for improving the effectiveness and efficiency of the hazardous materials program; effectively communicate ideas and information both orally and in writing; establish and maintain effective working relationships with various elements of governmental and civilian agencies and the general public; develop training and informational materials; operate motor vehicles, up to and including light trucks and vans.

HOSPITAL HAZARDOUS MATERIALS SPECIALIST V 8.704

Duties Summary:

Plans, develops, evaluates and maintains the safe handling, use, storage, transport and disposal of hazardous materials in a hospital setting for a region of Hawaii Health Systems Corporation; formulates policies and procedures regarding the handling, use, storage, transport and disposal of hazardous materials; serves as the expert on hazardous materials; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for the hazardous materials program for a region of the Hawaii Health Systems Corporation (HHSC). The hazardous materials program is concerned with regulating the handling, use, storage, transport and disposal of hazardous materials and wastes to maintain a safe environment for patients, visitors, and employees.

The position in this class is responsible for developing policies and standards including threshold limits (i.e., limitations based on safety) for the handling, use, storage, transport and disposal of hazardous materials in a hospital setting; providing expert advice and assistance to administrative and department managers; observing activities and developing recommendations to modify and improve policies, rules and procedures; and initiating procedures to ensure regional compliance.

The work also includes responsibility for establishing and maintaining liaison with appropriate State, County and Federal agencies in matters dealing with hazardous materials and its regulations.

The work is performed under the general supervision of the Regional Chief Executive Officer or designee and in close cooperation with Hospital Administrators, Assistant Administrators, and other administrative personnel; and is guided by various regulations relative to the identification and control of specified hazardous materials.

Commodities considered hazardous under this program are:

1. Various elements, compounds, and chemicals determined to be hazardous by the State Department of Health;
2. Elements, compounds and chemicals designated as hazardous by the Environmental Protection Agency;
3. Other gaseous, liquid or solid state substances determined to be hazardous by local, Federal and/or State agencies;
4. Radioactive materials; and
5. Infectious and regulated medical wastes, including sharps.

Examples of Duties:

Plans, develops, organizes, coordinates and maintains the Hazardous Materials Program for a region of Hawaii Health Systems Corporation; formulates policies and procedures covering the handling, use, storage, transport and disposal of hazardous materials in the hospital consistent with the rules and regulations of federal agencies, other State agencies and City or County agencies having jurisdiction over the handling of hazardous materials; serves as the region's Hazardous Materials Specialist, providing the Regional Chief Executive Officer (RCEO) and the facility administrators, and assistant administrators with expert advice and assistance in matters relating to the control and storage of hazardous materials; conducts special studies within each facility to provide the RECEO with data and information to evaluate hazardous materials rules, polices and procedures; develops, on a continuing basis, significant findings and recommendations which identify regulatory problem areas and serve as base for modifications improvements in safety and hazardous materials policies, rules and procedures; recommends facility standards and establishes threshold limits for hazardous commodities including the mixes of commodities that will be permitted; keeps each facility abreast of developments in the quest to develop the safe and controlled handling, use, storage, transport and disposal of hazardous materials and all procedures and safety precautions of such movement; establishes inspection procedures of facilities and equipment to ensure that rules and procedures relative to hazardous materials are being carried out and assists facilities in making periodic inspections; assists primary accident investigators when accidents occurring in/on facilities of the department involving toxic materials, radioactive materials, fire, contaminants or other hazardous materials; assists in responding to claims against the facilities due to accidents involving hazardous materials; coordinates and maintains liaison with all State, City, County and Federal agencies including the State and County civil defense agencies as to procedures to be employed in minimizing casualties and property damage resulting from hazardous materials accidents; coordinates and maintains liaison with fire departments, State Occupational Safety and Health Compliance Officers and Environmental Health Specialists; may serve as the Region's representative on various committees involving hazardous materials, such as the

Department of Health's Radiological Safety Committee; reviews and makes critical analyses of correspondence and reports which concern hazardous materials to insure accuracy and adequacy; submits reports of activities to various committees and boards to meet and ensure accreditation and regulatory compliance.

Knowledge and Abilities Required:

Knowledge of: Thorough knowledge of laws and rules relating to hazardous materials; JCAHO standards, hazardous materials management and safety objectives and methods; special handling and use; research and evaluation methods; technical reference materials such as Emergency Response Guidebook (ERG), NIOSH Guide to Chemical Hazards, etc.; governmental organizations and functions; public administration; report writing.

Ability to: Plan and develop a comprehensive hazardous materials program; interpret and explain laws; develop, interpret and explain rules and regulations; prepare clear and concise reports; communicate effectively both orally and in writing; establish and maintain effective working relationships with various elements of governmental and civilian agencies and the general public; plan and conduct informational programs; operate motor vehicles, up to and including light trucks and vans.

This is the first class specifications for the classes, HOSPITAL HAZARDOUS MATERIALS SPECIALIST IV & V.

DATE APPROVED: April 21, 2008

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