Safety and Occupational Health Program Internship Opportunity
Smithsonian Institution – Office of Facilities Engineering and Operations

Project Name: Safety Program Development
Number of weeks: 12
Location: OSHEM, CG, 7th floor

PURPOSE OF OFEO INTERNSHIPS AT THE SMITHSONIAN
The primary purposes of the Office of Facilities Engineering and Operations (OFEO) Safety Program internship is to provide a practical learning experience in safety program development.

PROJECT DESCRIPTION
Assist in the updating of safety and occupational health policies. Assist with coordinating the effort through compiling data into formal written format, assist in reviewing higher level standards and policies for guidance into the development of updated SI Safety policies and programs.

STUDENT RESPONSIBILITIES
Students will engage in activities which contribute to the smooth functioning of the specific internship experience. He/she will assist in researching policies and standards developing skills in comparing and contrasting latest standards with current SI standards/policies and make recommendations for changes to current SI policy.

SUPERVISORY RESPONSIBILITIES
Supervisor will provide students with assignments and activities which will provide the opportunity for the student to learn about, and participate in a professional capacity in the management of Safety policy. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in assignments, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

DELIVERABLES
1. Final draft of safety program policy
2. Presentation to OFEO senior staff of final project (including process used, results obtained, benefits to OFEO and suggested follow-on work)

LEARNING OBJECTIVES
1. Research that will provide students the opportunity to learn current regulations, policies, and standards for new content and rulemaking for incorporation into updated safety and occupational health policies.
2. Coordinating large amounts of data into readable format
3. Coordinating with other safety and health professionals in team building effort to achieve final safety and health policy.

Visit our website for more information – http://www.ofeo.si.edu/internship.html | OFEOinternship@si.edu