**Office of Safety, Health and Environmental Management Internship Opportunity**

**Office of Facilities Engineering and Operations**

**2016 Opportunity OFEO-OSHEM**

**Project Name:** Safety & Occupational Health Program Internship Opportunity

**Number of weeks:** 10 weeks with the ability to extend to 12 weeks

**Hours:** 32-40 hours per week

**Location:** 600 Maryland Ave. SW, Washington

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**PURPOSE OF OFEO INTERNSHIPS AT THE SMITHSONIAN**

The primary purposes of the Office of Facilities Engineering and Operations (OFEO) internship is to provide a practical learning experience in the areas of best practices in safety and health management. Interested students should be enrolled in an Environmental Health and Safety related major or science related major, from an accredited college or university, and willing to learn how to conduct facility walkthrough investigations, case reviews, and program implementation best practice strategies.

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**PROJECT DESCRIPTION**

The Office of Safety, Health and Environmental Management’s (OSHEM) Safety Division (SD) mission is to provide a safe and healthful work environment for Smithsonian Institution (SI) staff members, volunteers and visitors. An internship opportunity within the SD will familiarize the intern with the safety management audit procedures, and techniques on how to conduct a variety of hazard assessment evaluations for a ranging of conditions to include physical, mechanical, chemical or ergonomic. The intern will learn about best practice strategies and how to implement recommended actions to eliminate or minimize potential staff exposure to unsafe conditions or procedures.

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**STUDENT RESPONSIBILITIES**

The student will be responsible for learning, arranging and conducting hazard assessments and inspections with assigned safety staff. The intern will learn how to apply applicable hazard control strategies, select appropriate safety equipment, prepare written reports of suitable recommendations for corrective actions.

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**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 Occupational Safety and Health Promotion. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

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**PROJECT OUTCOMES**

1. Presentation to SD staff on the project assignment, providing results and recommendations.
2. Presentation to OFEO senior staff of final project (including process used, results obtained, benefits to OFEO and suggested follow-on work).

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**LEARNING OBJECTIVES**

Student will acquire and develop knowledge and skills of sound safety management principles through practical applications. The student will be accompanied by a Safety Manager, professional Industrial Hygienist or fire protection engineer during their tenure. The student will learn how to select appropriate hazard controls, select/operate safety related equipment, and review/interpret inspection reports.

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Visit our website for more information. | E-Mail: ofeointernship@si.edu