

Safety Specialist Job Description

Job Duties and Responsibilities:

The Safety Specialist will assist in the development and maintenance and training a safety program to include, but not limited to the following:

1. Maintain OSHA compliance with the following topics in mind;
 - a. Perform routine job safety analyses and building safety inspections and reviews;
 - b. Emergency Action Plan;
 - c. Fire Prevention Program;
 - d. Hazard Communication Program;
 - e. Personal Protective Equipment Program;
 - f. Maintain a functioning, trained Emergency/First Aid Response group;
 - g. Develop and maintain an Ergonomics Improvement Program;
 - h. Maintain all training documentation.
2. Maintain safety guidelines, procedures, and policies.
3. Maintain a safety budget and manage expenses.
4. Ensure regulatory issues are in compliance (i.e., DNR, EPA, DOT, NFPA)
5. Provide initial new-hire safety training and follow-up interaction for all new employees.
6. Act as the Company liaison for accident management to include accident case management, governmental action, workers compensation, file management and follow-up with health care workers and patients.
7. Work with Human Resources to maintain a post-accident and pre-employment drug and alcohol testing policy.

Level of Authority:

1. The Safety Specialist retains the ability to halt ANY and ALL company operations proving unsafe.
2. The Safety Specialist oversees operations with safety as the focus.
3. Enforce safety guidelines through effective disciplinary action as per each individual case.

Knowledge, Experience and Professionalism:

1. A Bachelor's Degree in a safety related program or equivalent.
2. 2+ years experience in professional safety.
3. Able to work independently as well as within a team.
4. Excellent verbal and written skills.
5. Extensive knowledge of OSHA and applicable regulatory agencies.
6. Proficient on Microsoft Office Products.
7. Ability to train all levels of the organization.