

This Safety Manager job description template includes key Safety Manager duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a reliable Safety Manager to ensure everyone in the company complies with health and safety laws. You will also be responsible for establishing policies that will create and maintain a safe workplace.

As a safety manager you must have excellent attention to detail to identify hazards. You will also be able to discover opportunities for improving conditions and execute various safety programs. The ability to communicate guidelines to a multidisciplinary workforce is essential.

The goal is to ensure the workplace meets all legal expectations and actively supports occupational health and safety.

Responsibilities:

- Develop and execute health and safety plans in the workplace according to legal guidelines
- Prepare and enforce policies to establish a culture of health and safety
- Evaluate practices, procedures and facilities to assess risk and adherence to the law
- Conduct training and presentations for health and safety matters and accident prevention
- Monitor compliance to policies and laws by inspecting employees and operations
- Inspect equipment and machinery to observe possible unsafe conditions
- Investigate accidents or incidents to discover causes and handle worker's compensation claims
- Recommend solutions to issues, improvement opportunities or new prevention measures

- Report on health and safety awareness, issues and statistics

Requirements:

- Proven experience as safety manager
- Deep understanding of legal health and safety guidelines
- Ability in producing reports and developing relevant policies
- Good knowledge of data analysis and risk assessment
- Excellent organizational and motivational skills
- Outstanding attention to detail and observation ability
- Exceptional communication and interpersonal abilities
- BSc/BA in safety management or relevant field is preferred
- Valid qualification in occupational health and safety