

This [Safety Officer](#) job description template includes key Safety Officer duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a responsible Safety Officer to facilitate compliance with occupational health and safety (OHS) guidelines. You will provide advice on measures to minimize hazards or unhealthy situations. You will also be on a constant lookout for violations.

The ideal candidate will be a responsible individual who swears by OSH regulations. Your work will be largely focused on prevention so you need to be conscientious and farsighted. The ideal candidate will also be detail-oriented and ready to act in emergencies.

The goal is to establish a safe workplace according to legal standards and foster a culture of attention to health and safety.

Responsibilities:

- Support the development of OHS policies and programs
- Advise and instruct on various safety-related topics (noise levels, use of machinery etc.)
- Conduct risk assessment and enforce preventative measures
- Review existing policies and measures and update according to legislation
- Initiate and organize OHS training of employees and executives
- Inspect premises and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment)

- Oversee installations, maintenance, disposal of substances etc.
- Stop any unsafe acts or processes that seem dangerous or unhealthy
- Record and investigate incidents to determine causes and handle worker's compensation claims
- Prepare reports on occurrences and provide statistical information to upper management

Requirements:

- Proven experience as safety officer
- In depth knowledge of legislation (e.g. OSHA/EPA) and procedures
- Knowledge of potentially hazardous materials or practices
- Experience in writing reports and policies for health and safety
- Familiarity with conducting data analysis and reporting statistics
- Proficient in MS Office; Working knowledge of safety management information systems is a plus
- Outstanding organizational skills
- Diligent with great attention to detail
- Excellent communication skills with the ability to present and explain health and safety topics
- BSc/BA in safety management, engineering or relevant field is preferred
- Certificate in occupational health and safety