

Health and Safety Manager Job Description

Duties and Responsibilities:

- Ensures that machines are in good state in order to avoid hazards
- Ensures the maintenance of a well-stocked first aid and emergency center in case of an emergency
- Foresees the possibility of an emergency occurring and carries out measures to prevent such from occurring
- Ensures company premises are free from hazardous substances which may be chemical, physical, or biological substances
- Organizes drills for members of staff to train them on the appropriate response to give in case of an emergency
- Assists in assessing and analyzing the possibility of a fire outbreak in the organization's premises and the ability of the organization to respond adequately to it
- Reviews emergency situations to consider what the organization could have done to prevent them from occurring
- Considers and suggests ways to recycle waste products; to appropriately dispose them; and to ensure a reduction in the production and discharge of waste.

Health and Safety Manager Requirements – Skills, Knowledge, and Abilities

- Ability to pay attention to details
- A Bachelor of Arts or Science degree in Safety Management or in a similar field is a major requirement. Completing a professional certification program in health and safety management can give you an advantage. A previous work experience in a related position can also give you an advantage with employers
- Strong knowledge of environmental and health and safety basic regulatory and legal framework

- Ability to communicate excellently either orally or in writing, to be able to effectively pass health and safety tips to colleagues and subordinates
- Ability to lead a team of people effectively and act equally as a team member
- Ability to foresee the possibility of a risk occurring and nipping it in the bud
- Literate in Information Technology, as well as Microsoft Office package
- Ability to effectively and efficiently handle pressure and still keep working schedules.