

Safety Director Job Description

Duties and Responsibilities:

- Make sure that the entire workplace (including employees) is in compliance with industry, state, and other company-related safety guidelines or rules
- Conduct routine safety audits as at when due
- Carry out safety training programs for company employees on regular basis
- Develop processes via which collection of data on the causes of industrial accidents can be done with ease
- Implement initiatives to reduce the level of work-related accidents and/or occupational hazards
- Direct and supervise the general safety guidelines and procedures in the particular organization
- Investigate accidents to find out their causes; and also take care of employees' compensation
- Inspect and/or monitor the daily operations of employees to make sure they are in compliance with safety policies and laws
- Inspect and check organization's equipment and machinery to make sure they are not in conditions that are not safe
- Report back to company's top management team as regards safety adjustments that may be required to be made within the organization.

Safety Director Requirements – Skills, Knowledge, and Abilities

- Possession of excellent communication skills on all fronts. This is needed so as to be able to explain safety guidelines clearly to employees of the organization
- Must be a good team player/member
- Must have good interpersonal skills
- Excellent leadership qualities are needed
- Possess excellent organizational and motivational skills

- Must be someone that is very observant and pays keen attention to details at all times
- Ability to conduct data analysis via the use of computer applications
- A Bachelor's degree in Safety Management or any other related field of study
- A Master's degree would be a plus
- Relevant safety certification, e.g. NEBOSH IGC
- A minimum of 2 years relevant work experience as a safety manager/director
- Job Assessment Exam: The recruitment process for this role may include taking [pre-employment assessment tests](#).