

Safety Officer Job Description

Duties and Responsibilities:

- Identify and develop relevant training programs for company workers and management
- Keep record of safety-related accidents within a particular time frame
- Recommend appropriate protective equipment that workers should wear while carrying out tasks
- Supervise the installation of potentially harmful equipment and the disposal of hazardous substances
- Stop the continuation of processes that are deemed harmful to the health of workers
- Review existing safety policies and update them where necessary
- Carry out or organize important safety-related training within the company or organization
- Conduct an assessment of possible risks and ensure that preventive measures are taken.

Safety Officer Requirements – Skills, Knowledge, and Abilities

- Must have excellent communication skills to pass important messages (safety precautions) to workers and management in a way that is clear to everyone concern
- Must possess excellent interpersonal skills to relate effectively with workers and managers
- Must have a keen eye for even the smallest of details
- Must have excellent coordination and organizational abilities
- Must be someone that can easily motivate other workers
- Must be willing to work as part of a team and even to lead a team if required to do so
- Must have good leadership skills to be able to carry everyone along and achieve set goals
- Must have in-depth knowledge of safety legislation and procedures/processes

- Must have basic knowledge of data reporting processes
- Minimum of a Bachelor's degree in Safety Management, Civil Engineering or in any other related field
- 3 years of work experience as a safety officer in an established firm or company
- Must have the relevant safety management certification that is required to work as a safety officer
- To access this position, employers may require that you pass certain [assessment tests](#).