JOB DESCRIPTION

| **TITLE** | HEALTH AND SAFETY SPECIALIST | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Health and Safety Specialist ensures the safety of the workplace. They collect and analyze data on various work environments and procedures and develop policies that aid in preventing worker and property harm accordingly.

The successful Health and Safety Specialist is an excellent persuasive communicator. They have outstanding work ethics and management skills.

**Duties and Responsibilities**

Overall Responsibilities:

* Inspecting, testing, and evaluating workplace environments, equipment, and practices to ensure that they meet safety standards and are in compliance with government regulations
* Inspecting the workplace for environmental or physical factors that may have an impact on employee health, safety, comfort, and performance
* Inspecting workers to ensure that they are wearing required protective equipment, such as masks and hard hats
* Preparing written summaries of their findings
* Creating and implementing workplace processes and procedures to protect employees from hazardous working conditions.
* Preparing and delivering training programs to educate employers and employees about workplace safety
* Investigating incidents and accidents to determine what caused them and how they can be avoided in the future
* Performing other related duties

**Qualifications**

* X years of experience in occupational health and safety or other related work
* A bachelor’s degree in occupational health and safety or a related field
* Trade certification [insert other preferred certifications]
* In-depth knowledge of health and safety regulations
* Valid driver’s licence a plus (required for site inspection)

**Core Competencies**

* Ability to use advanced technology
* Excellent communication skills
* Attention to detail
* Problem-solving skills
* Management skills

**Working Conditions**

* May require standing for long periods
* Overtime and hours outside of typical working schedule may be required
* May involve considerable fieldwork and travel.
* May involve exposure to strenuous, dangerous, or stressful conditions (e.g. inspecting production sites)