Downloaded from <https://www.velvetjobs.com/job-descriptions/safety-analyst>

# Example of Safety Analyst Job Description

Our company is hiring for a safety analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for safety analyst

* Attend training necessary to acquire knowledge of industry terminology, acronyms
* Practices safety and quality conscious behavior in all processes and procedures
* Monitor and enter into QMS/SMS databases the following
* Develop and maintain records for trend analysis in accordance with regulatory and company requirements
* Prepare consolidated reports from all sites when required or desired by company management, Department of State, and/or interested parties
* Prepare departmental safety reports and presentations as requested
* Ensure data processing, data retention policies, and security measures are complied with and maintained for the protection of proprietary data
* Coordinate with site safety personnel to ensure the process of collection, analysis, distribution, and follow-up to events are reviewed, recorded, analyzed, and communicated
* Develop data collection forms and methods (databases) to support event reporting programs to ensure the necessary safety information is collected and processed in a timely manner
* Coordinate the production of the departmental newsletter

## Qualifications for safety analyst

* Understanding of Oracle business applications and reporting tools is essential, including web-based and client-server applications running in an Oracle Argus, Internet/Intranet, Cognos environment
* A fundamental working knowledge of CFR Part 11 is essential
* Audits programs and conditions at all new facilities
* Health care professional preferred
* Minimum of 1 year of experience in Drug Safety or a pharmaceutical company and/or a minimum of 3 to 5 years of experience in a healthcare setting
* Ensure all safety system activities are completed in accordance with SOPs, SSPs, WPs and other applicable regulations