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# Example of Safety Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of safety assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for safety assistant

* Administrative duties including taking safety meeting minutes, JSAs, SOPs and tracking employee training requirements
* Ensure the completeness and maintenance of all records, documents or reports relating to assigned safety and health programs
* Works closely with operating company managers through emails and phone calls as necessary to ensure that all required information is collected and reported
* Gives feedback to locations to improve the quality of investigations by identifying root causes which will enable locations to incorporate procedural and training improvements aimed at reducing the risk exposure of each location
* Prepares and distributes reports on a periodic basis for safety programs, including DriveCam, PureSafety Training, Driver's Alert, WorkSteps, and others as needed
* Assists with online training program (PureSafety), including maintaining schedule and assigning Safety training, preparing reports, and assisting operating company personnel with questions
* Assists Injury Counselor with OSHA Logs and provides guidance to operating company personnel
* Assists Risk Department Managers with special projects as needed
* Learns to troubleshoot most computer problems and resolve issues during set up, collection, analysis and transfer
* Proficient in aspects of data management including data selection, ECG cutting, and blood pressure and respiratory data analysis

## Qualifications for safety assistant

* Safety/Risk management experience preferred
* Responsible for all computer based activities such as baseline data collection, protocol set-up, data collection, and data transfer
* Assists with client visits and writes up debriefing notes
* Two to three years’ experience in toxicology/safety pharmacology related operations
* With a Master’s Degree in a science field, no experience needed
* Support and guidance of the overall safety philosophy of CSC locally and AMG/OMG regionally and nationally