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# Example of Safety & Compliance Manager Job Description

Our innovative and growing company is hiring for a safety & compliance manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for safety & compliance manager

* Assisting the Health and Safety Manager in preparing H&S strategies and internal policies, highlighting 'gaps' in policy and proposing practical solutions
* Advise management on ACOP, for best practice H&S activity and concerns
* Support the training department to design, develop and deliver training on new and existing H&S issues
* Ensure our sites are compliant with all H&S legislation
* Review risk assessments/safe working practices put together by compliance officers for work activities
* Investigate incidents, accidents, complaints and produce reports for management making relevant recommendations
* Facilitate hazard based safety risk assessments
* Manage safety and regulatory approval activities
* Carry out root cause analysis in case of safety incidents and non-compliances according to 8D approach and support event reporting activities
* Interpret codes, standards, and regulations

## Qualifications for safety & compliance manager

* Deliver results while working with technical and non-technical business owners
* Prepare the PID in consultation with the Business PM
* Ensure GxP specific requirements are met, timely production of Supplier Assessments, Validation Plans, User Requirements, Test Plans
* Ensure data privacy requirements are documented and complied with
* Ensure appropriate and timely approval of technical decisions via RB Technical Review Board (TRB)
* Work with Technical Project Manager to ensure infrastructure is delivered on time and to expectations