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

# Example of Safety & Health Specialist Job Description

Our company is growing rapidly and is hiring for a safety & health specialist. 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 & health specialist

* Provide site orientation to contractors coming onto the site
* Attend Pre-Bid meetings and Pre-Construction meetings
* Attends/leads the contractor weekly safety meetings
* Accountable for the safe evacuation of the contractors in Emergency situations
* Verifies contractor has meet all the site requirements to be badged
* Field Contract Administrator (FCA)
* Understand scopes of work
* Participates in pre-job meetings
* Inspection of contractor’s equipment
* Acceptance of services or work completed by contractors

## Qualifications for safety & health specialist

* Strong communication, engagement and influencing skills
* Demonstrated ability in managing existing and emerging health and hygiene risks at an operation/s
* Experience with occupational safety and health program development implementation and maintenance and managing safety data, recordkeeping, and reporting requirements
* Experience with using Microsoft Excel spreadsheets and Access databases to generate reports
* Ability to work closely with the client in an onsite work environment
* HS diploma or GED and 5+ years of experience in occupational safety and health programs or BA or BS degree in Safety, Industrial Hygiene, or Health