



Example of Safety Administrator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of safety administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for safety administrator

- Manage the division billable line break recovery program
- Manage and lead the division Accident Prevention Committee
- Coordinate and supervise the clean-up and remediation of environmental spills and/or releases, and record and archive any associated compliance documentation
- Serve as Division Emergency Response Coordinator ("ERC") or provide guidance to the Division ERC
- Provide data and assist in the preparation of responses to data requests from appropriate regulatory agencies
- Assist Risk Management and Legal Affairs with the resolution of claims and the defense of litigation
- Coordinate and manage response and reporting of environmental incidents
- Coordinate and accompany outside agency representatives during OSHA and environmental inspections
- Perform liaison responsibilities with fire and police agencies
- Complete trend analysis of data consistent with a cohesive Enterprise Risk Management function

Qualifications for safety administrator

- Works independently with guidance or reliance on oral or written instructions and plans work schedules to meet goals
- Ability to perform under stress and multi-task

- Minimum 3 years of experience in performance Improvement required
- Minimum 2 years Quality/Performance Improvement leadership experience required
- Bachelor degree in clinical field preferred