



JOB DESCRIPTION

Safety Assistant

Summary

This position is responsible for the inspection and maintenance of safety related equipment and assists in other safety-related tasks. The Safety Assistant reports to the Safety Coordinator.

Essential Job Duties

- Perform checks on all related fire and safety equipment as required by the regulating establishments.
- Perform inspection, maintenance, and refilling of fire extinguishers, including the transportation of fire extinguishers from the refill station to factory sites.
- Perform inspection and maintenance of self-contained breathing apparatus and backup tanks.
- Perform necessary inspection and maintenance on air monitors as required by supervisor.
- Perform inspection and maintenance of eye wash and shower stations.
- Attend all Safety Committee meetings and assist the Chairperson in the preparation of the meeting agenda.
- Prepare/complete required reports and maintain files of the same as required.
- Recognize safety hazards in the workplace and act to correct hazards that are present.
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs
- Other duties as required by the business.

Qualifications

- High school education or equivalent desired
- Must be able to read, write, and understand written and verbal instructions
- Maintain a valid driver's license
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Competencies and skill set required

- Must possess computer skills and be able to use Microsoft WORD, EXCEL, and OUTLOOK.
- Must be able to learn Company's computer maintenance system.
- Must have, or be able to obtain, the necessary knowledge for compliance with the National Fire Protection Association for portable fire extinguisher maintenance.
- Must be able to reason through problems involving the setup and operation of moderately complex equipment.
- Must possess the judgment and knowledge to select and use the correct materials, tools, and equipment when performing maintenance work.
- Must be able to direct activities of outside contractors, helpers, and other workers as assigned.
- Must be able to reference, read, and understand how to use MSDS information.

Physical Demands and Expectations

- Ability to lift and transport up to 50 pounds.
- Exposure to heat, cold, humid, and wet conditions.
- Occasionally works near moving mechanical parts.
- Exposed to fumes and airborne particles.
- Noise levels are above 85 db.
- Personal Protective Equipment, including respirators, must be worn when required.
- Must be able to access all levels and areas of the factory to complete required safety inspections and maintenance.

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date