

# **S**AFETY **S**OLUTIONS & **S**UPPLY

## **CONSULTING • TRAINING • PRODUCTS**

314 East Canal Street • Mulberry, Florida 33860 • [www.SolutionsInSafety.com](http://www.SolutionsInSafety.com) • 866-537-2262

### **Safety and Health Project Associate**

#### **Job Description:**

This position requires the successful candidate to provide client safety and health support services, including management of safety systems, site safety auditing and support, safety technical training, and written program development. This position will also require interaction with the client's customers and possibly with employees of Federal Agencies.

#### **Desired Skills and Experience:**

- Formal safety education and certifications preferred
- Working knowledge of OSHA and MSHA regulations
- Experience developing safety programs and procedures
- Strong interpersonal skills
- Experience using Microsoft Word, Excel, PowerPoint, and Outlook
- Confidence in delivering practical safety training to varying-sized groups
- Ability to manage the client's overall safety programs
- Ability to manage multiple projects and timelines

#### **Primary Job Duties and Responsibilities:**

- Oversee client's safety and health programs.
- Develop and present training programs utilizing a wide range of electronic media.
- Develop written policies and procedures for clients with correct English and grammar
- Provide site visits and inspections as required, maintain a high level of visibility, and ensure the highest level of safety compliance possible
- Write reports for daily activities and more detailed reports for accidents or other unexpected events
- Provide general safety-related support work for clients not previously defined

#### **Physical Requirements:**

This candidate must be physically capable of:

- Walking, standing, and climbing stairs and ladders for several hours daily
- Lifting fifty pounds
- Using tools safely
- Wearing and working in protective clothing
- Using a respirator which requires the candidate to be cleanly shaven
- Working in high temperatures above 95°F
- Overhead work

#### **Compensation:**

This position will be a salaried nonexempt position, eligible to participate in health insurance and 401K program as eligibility permits. Competitive salary negotiable based on experience. No relocation is offered.

#### **Work Schedule:**

This position will be at least 40 hours per week with standard business hours. Occasional overtime may be required to support client activities.