

JOB TITLE           **SAFETY OFFICER I**

GRADE:           **10**

RESPONSIBLE TO   **CHIEF, SAFETY**

**BASIC FUNCTION**

Supervises all aspects of Safety and Loss Control (Prevention), including project studies, dissemination of applicable regulations and promotion of safety, health and fire orientation/protection, and training as outlined in the Section's Internal Policies and Procedures (IPP).

**PRINCIPAL DUTIES**

Assists in providing high quality advice based on safety/loss prevention, occupational health and fire prevention/protection regulations, standards, codes and safe working practices.

Inspects and evaluates operational readiness of the fire detection and suppression systems. Responds to all fire calls and emergencies. Assists medical personnel as needed.

Monitors regulatory labeling for various types of hazardous materials. Monitors and assists with Hospital work permits.

Liaises with other departments to determine hazards related to things such as unsafe acts and conditions, toxic and electrical hazards. Coordinates with other departments for proper waste disposal and elimination of hazards. Evaluates equipment safety.

Conducts and assists in investigation of accidents, (occupational injuries) and fire incidents. Develops/conducts fire and safety surveys to all Hospital facilities. Participates in risk assessment duties. Submits periodic statistical and achievement clerical reports. Investigates and supervises investigations by other Section's staff of fire and occupational injuries. Ensures required reports and follow-up actions are prepared. Supervises other staff to ensure Safety Section IPP's are adhered to and all reports required by the IPP's are completed. Supervises work distribution.

Determines training needs of subordinates. Develops training plans. Conducts training and supervises other Section's staff conducting training for specific groups, New Employee Orientation and continuing Safety / Loss Prevention training.

Schedules, supervises, conducts, evaluates and participates in fire drills, and Hospital disaster plan exercises.

Supervises to ensure fire and safety equipment and materials needed for Section activities are available and refilling duties of fire equipment are carried out to ensure readiness. Supervises fire and safety equipment inspection, including refilling requirement.

Works on shift basis. Supervises preparation of duty roster, leave scheduling, annual report and Annual Performance Review of subordinate staff.

Follows all Hospital related policies and procedures.

Performs other related duties as assigned.

**EDUCATION:**

Bachelor's Degree in Safety/Loss Prevention, Risk Control, Occupational Safety and Health, or related/equivalent field required. Civil, electrical, mechanical, chemical and industrial engineering degrees can be considered.

**EXPERIENCE & OTHER QUALIFICATIONS**

Four (4) years of related experience preferably in a hospital environment, including two (2) years in a supervisory capacity or two (2) year at KFSH&RC, Safety Section required.

*(Handwritten Signature)*

<b>APPROVED</b>			
APPROVED/DATE: 01 JAA 1424 01 July 2003	PREPARED BY: Mohammed Al Shehri Abdulhadi Abusulaiman	JOB CODE: 1579	DEPARTMENT: Safety, Security & Communications
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