

# 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, 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
- Training others in the Facility and during New Hire Orientation
- 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, POWERPOINT, 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.
- Present information and publicly present 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.

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Print Name

Signature

Date