



ProSafety Academy

ROLES OF A SAFETY OFFICER

Develop and implement safety policies and procedures

50 DUTIES ROLES OF SAFETY OFFICER



2025



CONTACT US

+91-738 918 0009 www.prosafetyacademy.com



PROSAFETY ACADEMY

- **Evaluate Incident Action Plans** to identify safety concerns and recommend hazard mitigation strategies.
- **Investigate workplace accidents** by gathering evidence, interviewing witnesses, and analyzing causes to prevent recurrence.
- **Ensure the development and execution of the Site Safety and Health Plan (SSHP)**, coordinating all related activities such as inspections, training, and hazard corrections.
- **Maintain a hazard-free workplace** by regularly inspecting for risks like trip hazards or unsafe wiring.
- **Lead toolbox meetings** to update employees on safety procedures and discuss potential risks.
- **Drive safety improvements** through policy development, training, and close collaboration with project management.
- **Review and approve subcontractor safety plans** to ensure all contractors are aware of hazards and have preventive measures in place.
- **Verify injury logs and reports** are accurately completed and submitted to appropriate authorities for regulatory compliance.
- **Inspect tools and equipment** to ensure they are safe, functional, and properly maintained.
- **Promote safety awareness** by ensuring all site personnel comply with company and local safety regulations.





PROSAFETY ACADEMY

- **Enforce safety guidelines and protocols**, and be knowledgeable about emergency response procedures.
- **Communicate emergency duties to employees** and update management on policy changes that affect emergency actions.
- **Oversee permit-to-work (PTW) systems** to ensure legal compliance and address any violations.
- **Monitor adherence to safety regulations** and promptly address identified hazards.
- **Conduct job hazard analyses** to assess risks before tasks begin and determine appropriate controls.
- **Establish and update safety standards** and policies, ensuring all staff are trained on workplace hazards.
- **Safeguard all workers on site** by monitoring for unsafe conditions and intervening as needed.
- **Respond to employee safety concerns**, ensuring a safe working environment.
- **Manage hazardous waste registration** and disposal, ensuring legal compliance and proper documentation.
- **Coordinate with agencies and contractors** to ensure compliance with all safety regulations.
- **Receive and act on reports** from regulatory bodies, such as the Department of Labor.





PROSAFETY ACADEMY

- **Ensure OSHA compliance** by arranging required workplace testing and evaluations.
- **Identify and report weaknesses** in safety procedures, maintaining confidentiality as needed.
- **Advise employees on safety matters** such as equipment usage and potential risks.
- **Conduct risk assessments** and enforce measures to prevent accidents.
- **Develop and implement safety policies** and procedures, including audits and investigations.
- **Provide OHS training to all staff**, ensuring they understand hazards and protective measures.
- **Inspect premises** and personnel for safety compliance, such as PPE usage.
- **Oversee the installation**, maintenance, and disposal of substances, ensuring adherence to safety protocols.
- **Ensure employees follow safety protocols**, address unsafe acts, and provide necessary training.
- **Maintain clear and visible safety signage** and notice boards in designated areas.
- **Report employee health issues** to management for appropriate action.
- **Protect employees** and visitors on-site by organizing work to minimize risks during and after activities.





PROSAFETY ACADEMY

- **Identify, assess, and control workplace** hazards to prevent accidents (Risk Assessment & Mitigation).
- **Investigate incidents** to determine root causes and implement corrective actions (Incident Investigation).
- **Enforce compliance** with safety regulations and standards (Compliance Enforcement).
- **Foster a positive safety culture** where employees prioritize safe practices (Safety Culture Development).
- **Communicate effectively with all stakeholders** to build trust and encourage safety (Communication).
- **Develop and implement emergency** response plans to protect people and property (Emergency Preparedness).
- **Analyze safety data to identify trends** and guide preventive strategies (Data Analysis).
- **Promote continuous improvement in safety performance** through regular evaluations (Continuous Improvement).
- **Maintain and update emergency response plans** to ensure readiness (Emergency Preparedness).
- **Assess and improve workplace ergonomics** to prevent musculoskeletal issues (Ergonomics).
- **Monitor compliance** with environmental, health, and safety (EHS) standards.
- **Oversee first aid and emergency medical response** procedures on site.





PROSAFETY ACADEMY

- **Facilitate regular safety training** and refresher courses for all employees.
- **Manage and report safety performance metrics** to management.
- **Coordinate safety drills and evacuation** exercises to enhance preparedness.
- **Support mental health and stress management** initiatives for staff.
- **Encourage employee participation** in safety initiatives and recognize safe behavior.

NOTE:

1. CUSTOMIZE THESE ROLES TO SUIT YOUR SPECIFIC ORGANIZATION OR INDUSTRY REQUIREMENTS.
2. USE THIS LIST AS A REFERENCE FOR JOB DESCRIPTIONS, TRAINING MODULES, OR COMPLIANCE CHECKLISTS.

