

SAFETY REPRESENTATIVE I

GENERAL FUNCTIONS

Conducts facility reviews in accordance with the Signal International JRA/PTW process. Maintains first aid station. Administers first aid to employees. Assist in the maintaining of health and safety records.

TYPICAL FUNCTIONS: *The following statements are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of all responsibilities.*

Provides basic first aid treatment to employees injured within the facility.

Assist in making arrangements for doctor referrals as needed.

Assist in preparing detailed account of all physician/hospital referrals.

Assist in the determination of employee treatment referral to an outside medical service.

Maintains and distributes medical supplies and safety equipment.

Compiles data and prepares safety and/or medical reports for approval.

Assist in the investigation of employee complaints concerning unsafe working conditions.

Responds to workplace emergencies and issues as needed.

Works with the Sr. Safety Representative and under the general direction of the Divisional Safety Manager and/or Divisional Medical Manager.

WORK EXPERIENCE REQUIREMENTS

Basic knowledge of emergency and first aid procedures and treatment. Ability to maintain accurate treatment and inventory records. Ability to maintain effective working relationships with all levels of employees.

EDUCATION REQUIREMENTS

Completion of High School diploma or equivalent supplemented by training in basic first-aid.