

Safety officer job description

Position Title: Laboratory Safety Officer
Department: Clinical Laboratory
Reports to: Laboratory Director

Qualifications (minimum requirements)

- Bachelor's degree in chemical physical, biological, or clinical laboratory science
- Experience in clinical laboratory experience
- SLS(ASCP) certification preferred (Specialist in Laboratory Safety, American Society for Clinical Pathology)

Responsibilities

- Oversees the safety activities of the laboratory
- Coordinates annual safety audit
- Oversees annual chemical inventory and obtains material safety data sheets (MSDS) as needed
- Maintains current and archived MSDSs
- Documents all safety-related activities
- Coordinates annual safety training
- Serves as laboratory safety committee chair
- Serves as chemical hygiene officer
- Interacts with a variety of regulatory agencies and professionals

Performance expectations

- Performs safety-related functions in accordance with the standards and safety requirements of the facility
- Takes direction from the laboratory director or designee
- Develops policies and procedures for the establishment of a safe and comfortable laboratory environment
- Works with other members of the laboratory management team
- Brings ideas, thoughts, and concerns to the laboratory management team
- Works independently and as a team member
- Looks for ways to improve laboratory safety processes and eliminate waste of resources
- Assumes responsibility of risk and safety issues associated with the position

- Prepares reports and other documentation that are required by regulatory agencies and are utilized to support the safety program
- Provides input into operational and capital equipment budget as it relates to safety

Competencies

- Collects and researches data
- Demonstrates attention to detail
- Identifies and resolves problems in a timely manner
- Shares expertise with others
- Responds promptly to customer needs
- Speaks clearly and persuasively; demonstrates group presentation skills
- Writes clearly and informatively
- Gives and welcomes feedback; builds morale
- Aligns work with strategic goals
- Works within approved budget
- Exhibits sound and accurate judgment
- Works with computer spreadsheet and word processing software

Physical demands

While performing the duties of this job, the employee is regularly required to use his or her hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to stoop or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work environment

While performing the duties of this job, the employee has potential for exposure to infectious substances, hazardous chemicals and/or hazardous waste, and occasional exposure to moving equipment, the risks of which are minimized through compliance with established safety policies and procedures. The noise level in the work environment is usually moderate.