

JOB DESCRIPTION

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Revision Date: _____

Job Title: Safety Officer (First Aid Attendant)

Job Classification: Non-Exempt

Department: HSES

Reports To: HSES Manager

Job Summary

First aid is emergency care given immediately to an injured person. First aid helps to minimize injury and future disability and in serious cases, may save a life. First aid services are required under the Occupational Health and Safety Regulation. The level of first aid at our workplace is determined by the HSES Manager. First aid attendants care for those who are injured or who become ill at the workplace.

Duties and Responsibilities

- Provide care and treatment of minor injuries that do not need serious medical treatment
- Responsibility and full authority for all first aid treatment of an injured patient or worker until responsibility for treatment is accepted at a place of medical treatment, by an ambulance service, or by a person with higher or equivalent medical certification.
- Ability to take charge in a high stress situation and ability to keep calm under pressure
- Ability to be responsible in emotionally stressful situations
- Physically and mentally capable of safely and effectively performing the required duties
- Good teamwork skills and the ability to deal with the public in a tactful and courteous manner
- Good communication skills (verbal)
- Problem solving and decision making skills
- Significant use of memory to memorize medical treatment procedures, use of equipment, and patients' or workers' condition to report back to medics.
- Assess the seriousness of the situation and determine if and what treatment is needed and which require medical care.
- Provide treatment to maintain the patient and minimize the consequences of the injury until medical treatment is delivered.
- Treat minor injuries that would otherwise not receive, or that do not require, medical treatment.
- Provide a level of care within the scope of attendants' training to preserve life and minimize the consequences of injury until medical treatment is obtained.
- First aid attendants will work in controlled environments such as offices, yard first aid stations or offsite and the environment can become very stressful, noisy and busy in a medical emergency.

Additional duties and responsibilities may be added to this position as required by the organization.

Commitment to QHSE

employees are required to follow Quality, Health, Safety, and Environmental Policies & Procedures on a daily basis. Employees are required to work safely, effectively, and efficiently in order to care for the environment, work place, and coworkers. Employees are highly encouraged to suggest ways to improve any aspect of the company's processes.

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Experience Qualification	
Minimum of 1 year in Shipyard/Safety position role Knowledgeable in OSHA Regulations	Minimum of 1 year in a First Responder/EMT position
Skills and Abilities Qualification	
Proficient in MS Office: (Word, Excel, PowerPoint) Bilingual (English/Spanish) preferred Positive Attitude Communication Coordination Critical Thinking Decision Making Skills Strong Interpersonal Skills Problem Solving Persuasion Skills	Teamwork Planning and Organizational Excellent communication skills, both verbal and written. Multitasking Ability to work effectively as a self-starter and with others as part of a team Ability to work long hours including day and night shifts Ability to work in an environment that may be noisy and dusty
Education Qualification	
High School Diploma or Equivalent preferred	

Job Description Approvals	
Dept. Head Name: _____	
Dept. Head Signature: _____	Date: _____
HR Manager Name: _____	
HR Manager Signature: _____	Date: _____

Employee Acknowledgement of Job Description	
Print Employee Name: _____	ID#: _____
Employee Signature: _____	Date: _____