

JOB DESCRIPTION

for Safety Officer

Date _____ Revision _____

Positionholder: Sarah Wyss	Employer: Bimo- personal AG Represented by: Thomas Haueter, Geschäftsführung
Reports to: Thomas Haueter, Geschäftsführung	Subordinate positions: -
Represented by: Thomas Haueter, Geschäftsführung	Position holder represents: -

Objectives

The position holder:

- Advises and supports the employer, management, and supervisors in fulfilling their responsibilities regarding safety and health in the company.
- Serves as a point of contact for questions about safety and health in the company.

Tasks, Competencies, Responsibilities

The position holder:

1. Safety Policy and Goals

- Advises the employer on:
 - Defining safety and health goals
 - Formulating the „Safety and Health Policy“
 - Communicating the policy and goals to temporary employees

2. Safety Organization

- Plans and develops the company's safety concept with the employer, reviews and updates it regularly
- Supports the employer in internal communication regarding safety and health

3. Training, Instruction, Information

- Obtains information and publications on safety and health and shares them with temporary employees

4. Safety Rules and Standards

- Participates in the procurement of safety-compliant work equipment and personal protective equipment

5. Hazard Identification, Risk Assessment

- Records and investigates accidents and occupational illnesses and documents these incidents

6. Planning of Measures

- Plans, implements, and documents safety measures including special programs and campaigns

7. Emergency Organization

- Procures emergency materials and checks their operational readiness regularly
- Instructs temporary employees regularly on emergency organization and procedures

8. Employee Involvement

- Advises the employer and management on how to ensure the legally required involvement of temporary employees in safety matters

9. Health Protection

- Advises the employer and management on how to incorporate ergonomic principles into workplace design

10. Control, Audit

- Maintains accident and absence statistics (absence management) and informs the employer and management periodically about the results

Besonderes:

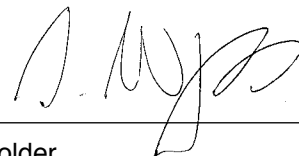
Effective

Burgdorf

01.01.2025

Place

Date



Employer

Positionholder