

Safety Officer Position at the NBC Burbank Studios:

Please refer to the attached job description. The ideal candidate would be someone that just recently completed their Bachelors degree in EOH. This is an entry level position.

Please email your resume to:

Alvaro Camas, CSP
Environmental Health & Safety Manager
NBC Universal
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Job Title:

Safety Officer, NBC Studios Burbank

Purpose

The Safety Officer is responsible for assisting the Environmental Health & Safety Manager achieve full compliance with all applicable environmental health and safety regulations.

Responsibilities to include but not limited to:

- Perform wall-to-wall inspections on stages on a weekly basis.
- Perform office/building inspections throughout the month.
- Upload inspection findings into digital tool.
- Respond to accident scenes and initiate incident investigation process.
- Ensure that imminent danger situations at accident scenes are properly abated and provide EHS Manager with immediate notification of serious incidents.
- Perform field audits of contractors, service providers and third parties that do work at the Burbank lot.
- Assist the EHS Manager with the qualification and approval of contractors.
- Conduct inspections of all fire extinguishers and eyewash stations at the facility.
- Inspect and test facility emergency lighting hardware.
- Perform chemical inventory, ensure that material safety data sheets are available for each chemical and upload MSDSs into digital database.
- Conduct inspections of all hazardous waste storage areas.

Additional Responsibilities

- Assist with the completion of annual power audits
- Respond to EHS Department service calls or requests via the Safety Hotline system, in which concerns/suggestions are raised to the department.

Qualifications

- Bachelors degree in Environmental & Occupational Health, Environmental Sciences, Occupational Safety or Industrial Hygiene
- Knowledge of Microsoft Word, Excel, Access, Outlook, Power Point
- Internet researching skills
- Ability to lift 50 pounds