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Founded in 1995, Safety Resources, Inc. is a national safety consulting firm, with a team of dedicated consulting professionals whose practice is the implementation and execution of workplace safety. We specialize in contract safety director services, construction site safety supervision, worker's compensation assistance and employee training. Our team of professional consultants is comprised of degreed individuals with various specialties and areas of expertise. Safety Resources takes pride in ongoing professional development, therefore allowing our consultants to continuously keep current with trends in the industry.

Safety Resources, Inc. is offering an internship opportunity for the summer of 2024. The goal of this role is to provide the opportunity to develop an advanced set of skills with our consulting team. This individual needs to demonstrate strong verbal, written, and time management skills with the willingness to learn. This person must be available for the summer of 2024 to meet the needs of this position. This will be a paid, full-time opportunity for the duration of the summer.

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**JOB TITLE:** Intern

**REPORTS TO:** Safety Consultant & Director of Operations

**EXEMPT / NON-EXEMPT:** Non-Exempt

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, but are not limited to)**

- Perform internship duties at Safety Resources, Inc., in Indianapolis, IN. Perform safety services to clients of our division.
- Shadow consultants performing Safety Services for SRI Client regular duties.
- Conduct business in a manner consistent with SRI's expectation of appropriate professional behavior.
- Conduct project/research work as directed by supervisor(s).
- Creation of toolbox talk style training.
- Participate in company operations meetings.
- Assistance with the completion of safety inspection reports.
- Attend consultant's safety training courses as available. Intern will receive certification cards for each course completed, up to and/or including OSHA 10 and/or 30 hour courses (GI and/or Construction).
- Assist, learn, and then complete client requested documentation, such as site specific safety plans, with consultant's assistance.
- Other duties as assigned by Supervisor.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Interest in a career in the Safety Field
- Working towards a degree in Safety
- Strong verbal and written communication skills
- Willingness to learn
- Available to work at least 3 days/week

## BEHAVIOR STANDARD AND EXPECTATIONS

Maintain a positive work atmosphere by acting and communicating in a manner to get along with customers, clients, coworkers and management. All employees are expected to behave in a manner consistent with our corporate values, mission and vision.

### **CORE VALUES**

Being driven by the quality of our people and the service we deliver.

Ascribing to a work ethic that ensures tangible benefits to our clients.

Committing to respect and develop and empower all of our employees to achieve individual and team excellence.

Engaging in ethical activities that demonstrate our responsibilities to our employees, clients and communities.

### **MISSION**

Committed to providing the resources necessary to help save lives and companies.

### **VISION**

To be the preferred leader and most trusted resource for creating practical solutions for safety and risk management services.

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## WORKING CONDITIONS

Fast-paced, self-directed, multi-tasking environment requiring tolerance for schedule changes and disruption with potential for travel.

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## JOB PERFORMANCE STANDARDS

This job description is intended to describe the essential responsibilities Safety Resources, Inc. requires. Essential functions are outlined; other duties may be assigned as needs arise or as required to support essential functions.

Candidate must be willing to commit to quality output and performance and must be honest, trustworthy and reliable.

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## PHYSICAL REQUIREMENTS

- Perform work on a computer for extended periods of time.
- Sit/stand for extended periods of time in work area or while facilitating outreach events.
- Communicate and speak in clear, concise and professional manner, both in person, via email, and on the telephone.
- Travel by air or ground as required in performing job duties.
- Be able to lift and carry objects that weigh a minimum of 40 pounds.

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*Nothing in this job description or in any other written documents or forms maintained by Safety Resources, Inc. creates, or may be deemed to create, an employment contract between Safety Resources, Inc. and any of its employees.*

*Safety Resources, Inc. reserves the right to revise the contents of this job description at any time, without prior notice, to its employees.*

*This job description supersedes any previous oral or written job descriptions.*

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