

## **SAFETY COORDINATOR**

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The **Safety Coordinator** is responsible for all field related safety including; assisting in the training, safety compliance, and the analysis of incidents, near misses, investigations, audits, and records.

### **Major Duties and Responsibilities:**

- Conduct regular jobsite safety observations and comprehensive safety observations
- Develop, implement and maintain employee safety training programs
- Establish and maintain complete safety training records and reporting systems
- Maintain OSHA 300, 301, and 300A logs
- Ensure compliance with all OSHA, local, state and federal regulations
- Plan, implement, and conduct site safety reviews and tool-box safety talks with field
- Lead all activities of the company safety committee
- Manage the company's safety incentive program
- Manage the annual safety breakfast and the safety related training
- Conduct accident investigations and reporting programs to ensure compliance
- Assist in administering the company's "Return to Work" program
- Analyze field sites for potential hazards and come up with creative measures to solve problems in the field as it relates to safety
- Keep record of all employee safety related certifications and documentation
- Update and maintain all safety related handbooks, manuals, and codes of conduct

### **Required Skill/Knowledge:**

- Bachelor's Degree in Construction, Safety or related-field, or equivalent experience
- Extensive knowledge of construction industry practices and procedures
- Demonstrated ability to multi-task, strong supervisory and team management skills
- Proficient with Microsoft Office Suite: Word, Excel and Outlook
- One year experience or equivalent training in Safety
- Certified Safety Professional (CSP) certification preferred
- OSHA Certification preferred