



SAFETY COORDINATOR

Summary:

As a Safety Coordinator, your main goals will be to always ensure a safe working environment and prevent injuries and accidents along with facilitating compliance. This role will monitor the company's safety standards in accordance with OSHA regulations, company policies, and customer requirements. Will conduct investigations regarding all accidents and incidents with focused on improving unsafe work practices.

Essential Duties and Responsibilities:

- Collaborates with management to implement safety policies and procedures.
- Ensures compliance with federal, state, and local safety laws, regulations, codes, and rules.
- Ensures completion of required OSHA recordkeeping and reporting.
- Provides technical and administrative support
- Stops operations and activities that could harm employees or equipment.
- Identifies opportunities to minimize workplace injuries, accidents, and health problems.
- Conducts or facilitates employee training on applicable safety standards.
- Reviews safety training and recommends revisions, improvements, and updates.
- Conducts safety inspections and audits to assess employee compliance with safety regulations.
- Shares environmental safety information with appropriate levels in the organization.
- Reviews current safety training and recommend revisions, improvements, and updates.
- Presents training and development programs using various forms and formats including group discussion, lecture, simulations, and video.
- Maintains knowledge of the latest trends regarding safety to drive process improvement.
- Reviews existing policies, procedures, and programs for potential improvements.
- Travel up to 70% of the time
- Reviews accident and incident reports.
- Performs other related duties as assigned.

Requirements:

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.
- At least 2 years' experience in a Field Safety role preferred
- Ability to analyze situations, identify problems & recommend solutions
- Knowledge of safety policies and applicable Occupational Safety and Health Administration (OSHA) standards.

- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail
- Ability to conduct training.
- Ability to design and implement effective training and development.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions