

JOB DESCRIPTION

Job Title: Safety Coordinator
Reports To: Administrative Services Manager
FLSA Status: Non-Exempt
Department: Safety
Date: August 19, 2025

Salary: TBD based on experience

Summary:

Develop, administer, and maintain a comprehensive, company Safety Policy and program in compliance with Occupational Safety & Health Administration (OSHA) regulations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Obtain necessary certifications regarding OSHA safety regulations and requirements.
- Responsible for maintaining the written company Safety Policy and safety program in compliance with Occupational Safety & Health Administration (OSHA) regulations.
- Evaluate, update, and revise current Safety Policy and program to ensure compliance with OSHA regulations and to ensure applicability to current operating procedures.
- Monitor changes to OSHA regulations and other regulatory safety standards. Revise company Safety Policy and program to update compliance requirements as needed.
- Develop and administer a Safety Orientation program for new employees.
- Conduct safety inspections and hazard assessments as needed.
- Develop and conduct regularly scheduled safety education and training events including CPR and First-Aid training.
- Conduct investigations of accidents and injuries and file reports, including Workman's Compensation reports.
- Monitor and communicate safety alerts and notices.
- Conduct inventory assessments of safety equipment and supplies. Replace expired and damaged equipment and supplies as needed.
- Conduct chemical inventory assessments and update SDS (MSDS) sheets as required.
- Prepare reports and correspondence as required by the position.
- Perform other tasks as designated by supervisory personnel.

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.

Education/Experience:

High school diploma or general education degree (GED); four (4) years' related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple written procedures and instruction manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

Other Knowledge, Skills, & Abilities:

None required for this position. Additional safety training may be required.

Certificates and Licenses:

None required for this position.

Supervisory Responsibilities:

Supervise Safety Inspector. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock and vibration. The employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.