

Safety Coordinator Job Description

Reports to: HR Manager

Location: Fayette, AL

GENERAL PURPOSE

Primary functions are to (1) Provide technical safety and health support to personnel, (2) implement and sustain safety, health and training programs, (3) audit safety program and provide technical support and recommendations to correct hazardous conditions and unsafe work conditions and practices.

DUTIES:

- ❑ Provide daily safety meeting documentation for supervisors and managers.
- ❑ Conduct periodic safety meetings
- ❑ Directs activities of safety committee
- ❑ Develop annual safety and health goals
- ❑ Provide pertinent information for annual audit of written safety program.
- ❑ Recommend engineering controls to minimize safety hazards
- ❑ Coordinate the purchase, proper use, maintenance, and inspection of necessary safety and personal protective equipment.
- ❑ Research, plan and promote safety and health awareness through specific training programs
- ❑ Responsible for record keeping and annual safety calendar
- ❑ Conduct safety drills
- ❑ Understand Federal and State occupational safety and health regulations and implement regulatory changes as they occur.
- ❑ Understand Federal and State environmental protection regulations and implement regulatory changes as they occur.
- ❑ Review injury, illness, and hazardous conditions and near-miss incident investigation reports and follow-up with complete corrective action.
- ❑ Responsible for safety orientation, safety training and job site inspections and reporting.
- ❑ Maintain Material Safety Data Sheet documentation of chemicals used
- ❑ Identify and evaluate hazardous conditions and practices in the workplace
- ❑ Responsible for monitoring adherence to company safety program
 - Conduct annual performance evaluation for the safety training program
 - Conduct Quarterly Plant inspections
 - Annual Audit of previous fiscal year injuries, illnesses, near-misses and hazardous condition reports.

JOB REQUIREMENTS:

- Must have 2 to 3 years of related experience and/or training: or equivalent combination of education and experience.
- OSHA 10 hour certification, preferred but not required.

- OSHA recordkeeping certification, preferred but not required.
- A degree in safety engineering, Industrial Hygiene or Environmental Sciences, or in a related field is preferred but not required.
- Ability to effectively deal with other people.
- Strong PC skills in Microsoft Office
- Must be able to travel periodically for training
- Will be exposed to dusty and noisy conditions in a manufacturing setting
- Excellent verbal and written communication skills