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Safety Coordinator – Job Description

Summary of Position

Safety Coordinator is responsible for continuous development, implementation and maintenance of the company health and safety program to ensure the highest level of safety throughout all scopes of work. Safety Coordinator will perform various safety related tasks to promote and enforce the safety culture. The successful candidate will be a self-starter who can interact daily with steel erection crews to assure compliance with the company health and safety standards. Reports directly to the CEO.

Duties and Responsibilities

Ensure adherence to all federal, state and local regulations including OSHA and notifies the appropriate personnel of changes.
Develop and implement new policies and procedures within the safety program.
Manages and investigates all claims (workers comp, general liability, automobile) with the HR department from a field and administrative level.
Conduct on-site inspections of all jobsites and ensures safe work practices are being followed.
Conducts and/or schedules all required safety training and identifies new training opportunities applicable to the company's scope of work.
Develop and maintain site-specific safety plans and emergency procedures.
Manage and purchase safety equipment and identify changing safety equipment needs on each job-site.
Conduct job safety analysis and safety meetings and employee training.
Perform safety audits and tool inspection.
Conduct new employee safety orientations.
Identify critical safety awareness aspects for work areas and implement corrective measures.
Interact with clients and regulatory inspectors.
Provide safety support to jobsite superintendents, project managers and subcontractors.
Weekend work as required.
Must be able to travel up to 70% of time.

Qualifications

5+ years in construction industry (steel erection preferable)
3+ years direct safety experience
OSHA 30 Hour
CPR/First-Aid training instructor
Ability to manage multiple projects while paying strict attention to detail
Excellent listening, negotiation, and presentation skills
Excellent verbal and written communication skills
Computer proficient; Microsoft Office and email
Bachelor's degree in safety or relevant degree or equivalent work experience