

Job Profile and Description: **Safety Coordinator (Field)**

Revised 04/29/2014



The Field Safety Coordinator works closely with the Project Managers and field Superintendent / Foreman to administer and implement compliance with the Corporate Safety policies and procedures and Customer / Worksite requirements to ensure the achievement of Company standard operating procedures and goals for Safety. This position is responsible for monitoring safety procedures on assigned project sites. This includes maintaining the highest levels of safety, quality, supervising all trade and field personnel.

Duties and Responsibilities

- Coordinate worksite safety activities
- Enforce safety rules
- Daily, Weekly and Monthly reports to Director of Safety
- Advise management on safety issues
- Attend & Conduct safety meetings
- Discuss safety issues and offer solutions in staff meeting
- Analyze worksite safety needs
- Timely investigation of injuries and accidents and coordinates with Director of Safety, including taking pictures and collecting witness statements
- Conduct job hazard analyses
- Establish and maintain good working relationships with field management
- Conduct jobsite safety inspections and audits.
- Train employees in the safety aspects of their jobs
- Conduct safety orientation for new hires, as needed.
- Review Equipment Inspection book and make sure they are current.
- Ensure all job site bulletin boards are complete
- Attend training seminars
- Enforce documentation on the proper training of employees as related to their scope of work.
- Conduct training for OSHA 10 or 30 Hour, HAZWOPER, and other Safety related topics.
- Follow directions carefully.
- Comply with regulations and safety requirements.
- Do any additional tasks that are asked or needed to be completed.

Skills and Specifications

- Strong commitment to support the company's safety best practices
- Excellent oral and written communication and interpersonal skills
- Strong planning, problem solving and troubleshooting skills
- Individual must be highly collaborative and demonstrated positive results in working with people
- Proficient in Microsoft Office including Word, Excel and Outlook
- Must possess a valid driver's license and pass a MVR

Physical Requirements

- Must be able to stand and/or be on their feet 6-8 hours / day
- Must be able to lift 50lbs as needed
- Must be able to go up and down on ladder, steps, or other lifts as needed
- Must be able to work in outdoor weather and/or unregulated temperatures

Education and Qualifications

- 3-5 years of work experience in field of Construction Health and Safety.
- Working knowledge of applicable Federal and State safety and health regulations.
- Must possess a valid driver's license and pass a MVR.