



JOB DESCRIPTION

Position Title:	<u>Safety Coordinator</u>	Department:	<u>Human Resources</u>
FLSA Status:	<u>Exempt</u>	Reports To:	<u>Safety Manager</u>
Effective Date:	<u>May 2019</u>	Working Status:	<u>Full Time</u>

Job Summary:

The Safety Coordinator role will provide assistance on Safety and Health initiatives such as safety policies and procedures, organizational safety and health, workers compensation and liability insurance, internal communications, and day-to-day safety administrative activities.

Job Responsibilities:

- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Assist Safety Manager in identifying best practices and lead continuous improvement initiatives to reduce risks, raise safety awareness, and improve safe work practices.
- Facilitate a work environment to support a safe and healthy work culture.
- Perform safety audits and inspect all LCSWMA facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance.
- Assist Safety Manager with Safety Committee operations, administering minutes and agendas, and chairing the committee.
- Audit existing SDS's and ensure hazardous chemical inventory is current at each site.
- Administer and coordinate Safety shoe and prescription safety glasses program.
- Research, plan, and provide recommendations for development of safety policies and procedures to comply with applicable regulations.
- Evaluate employee safety programs to meet short and long term strategic safety planning and development.
- Assist, coordinate, and conduct with the training of managers and employees in work site safety practices and procedures, i.e. Hazard Communication, Fleet Safety, Confined Space Awareness, Lockout/tag out, Bloodborne Pathogens, Forklift, Aerial/Scissor Lift, Heavy Construction- type equipment, Hot Work, PPE, etc. to ensure adherence to organizational safety standards.
- Participate in the New Hire Orientation process to ensure that new employees are properly trained for their positions with respect to safety.
- Provide technical advice, coaching, guidance, and mentoring to employees on safety initiatives and necessary changes to maintain high organizational safety standards.
- Assist with the investigation of accidents, injuries, near-miss incidents and occupational injuries to determine root cause, install preventive measures, and cooperate in the preparation of material and evidence for organization use to mitigate future risk of similar incidents.
- Assist with the administration of the workers' compensation program, including working to reduce employee lost time and recordable injuries to ensure optimum organizational performance.
- Provide support and assistance with timely and accurately reporting of insurance claims on Workers Compensation, Automobile and General Liability.
- Develop internal communications content in support of Safety initiatives, policies and procedures, providing consistent and effective internal communication in order to support the organizational strategy and raise Safety Awareness.
- Prepare and review Job Safety Analysis' for all jobs at each job site.
- Perform all work within Environmental Management System policies to comply with organizational policies.



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Education, Training or Certification:

- Bachelor's degree in Occupational Safety or related field
- 0-3 years of experience in Occupational Safety
- Detailed knowledge and understanding of LCSWMA's Safety and HR policies and procedures.
- Working knowledge of the LCSWMA Facilities and their associated policies, procedures, and processing capabilities.
- Thorough understanding of LCSWMA Rules and Regulations.

Technical Competencies:

- Strong computer skills (Word, Excel, Publisher, PowerPoint, and HRIS software).
- Strong math, reading, and writing comprehension.
- Excellent public speaking, verbal and written communication skills.

Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, improves performance; for example, enhancing and improves the efficiency and effectiveness of processes.
- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the organization; for example, making efforts to learn about issues relating to other parts of the business.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, sees patterns or trends; for example, spotting recurring problems
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, has positive expectations; for example, understanding the pressures and constraints on peers in their team and beyond.
- **Impact through Influence:** Engages with others, getting buy-in to deliver results and skillfully influencing to build support. Specifically, adapts approach; for example, considering what is important to the stakeholder audience and tailors the message and the language accordingly.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors others' work; for example, checking to ensure that procedures are followed.
- **Social responsibility:** Focuses on social responsibility and corporate citizenship. Pays attention to health safety, environmental and social issues. Specifically, monitors; for example, actively ensures that others meet corporate standards and compliance requirements.

I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____