



## POSITION DESCRIPTION

**Job Title:** Safety Coordinator  
**Status:** Non-exempt  
**Reports To:** Human Resources Manager

### POSITION SUMMARY

The Safety Coordinator works with executives, supervisors and employees to develop, enforce and execute existing safety policies and procedures to protect employer property and cause employees to work safe. This role also ensures effective systems and controls are in place to ensure compliance with safety standards.

### JOB PROFILE

Safety Coordinators are responsible for planning, implementing and overseeing company's employee safety at work. Their main duty is to ensure that the company is complying and adheres to Occupational Health and Safety guidelines to reduce work-related injuries. Other duties include; inspecting trucks, equipment, workspaces and products to ensure they are up to safety standards, and providing workplace safety training, as well as tracking training and safety data.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works closely with staff, human resources and operations.
- Provides technical safety and health support and information to production and Cal-Waste team members.
- Monitors and develops written safety and health programs and policies.
- Monitors, leads and participates in weekly safety meetings and safety training to optimize message and measure against workplace accidents, injuries, and illnesses.
- Identifies Company training needs, as they develop and coordinates Safety training programs.
- Supports and implements controls to minimize safety and occupational health hazards.
- Reviews injury / illness and non-injury incident investigation reports and follows up if necessary.
- Maintains and develops safety library (e.g., videos, regulations, reference manuals).
- Maintains and develops a system of incident tracking

- Lead a safety committee and follows up with action items as necessary.
- Assists in conducting monthly hazard assessments for various locations
- Assists as necessary in implementation of a hazardous communication program and preparation of reports.
- Understands federal and state occupational safety and health regulations and monitors regulatory changes as they occur.
- Audits Safety methods and practices of Cal-Waste employees in their operational areas.
- Supports employees by promoting safety and health awareness through internal company memoranda, newsletters and specific training programs.
- Ability to conduct a “Root Cause” analysis.
- Acts appropriately in emergencies.
- Interpret and effectively communicate technical documents such as Job Safety Analysis to workers, visitors and any other appropriate personnel.
- Develop and maintain new employee safety training programs that include all safety topics for the position hired for; train to perform and/or perform new-employee safety orientation using this new-employee orientation prior to their initial commencement of work.
- Other duties as assigned.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS**

- Demonstrates broad knowledge of state and federal safety guidelines for the workplace.
- Exhibits knowledge of appropriate emergency protocols.
- Demonstrates familiarity with job site machinery and work processes.
- Possesses strong leadership skills.
- Communicates clearly and effectively.
- Pays close attention to detail.
- Exhibits strong organizational skills.
- Demonstrates a calm and cool head in the event of an emergency.
- Self-motivated, work in a team environment, and maintain good working relationships with customers, managers, supervisors and team members.
- Is consistently at work and on time.
- Be flexible and positive in busy office and field environments.
- Works well with the team.
- Bi-lingual English/Spanish preferred
- Ability to effectively train others

## **EDUCATION AND EXPERIENCE**

- Associates Degree or bachelor’s degree in Occupational Health & Safety Management, or related field required. (Years of work experience can be used in place of degree)
- OSHA 30-hour certification preferred
- Previous work experience in the Health and Safety field is required.

- Management experience is preferred.

## **WORK ENVIRONMENT**

- Time can be spent on the various company and customer job sites monitoring conditions and inspecting processes.
- Time can also be spent in an office setting processing paperwork.
- Job sites may be hazardous or pose serious threat in emergencies.
- Proper Safety equipment by work area; will always be worn.
- Travel to satellite offices is required.

## **PHYSICAL DEMANDS**

- The physical demands of this position are to successfully perform the essential functions of this job.
- The employee is frequently required to stand, walk, use hands to finger, handle or feel and reach with hands or arms.
- The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl.
- The employee must frequently lift and move up to 10 lbs. and occasionally lift and move up to 25 lbs.
- Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus.

## **SUPERVISORY ROLE**

- This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the company.

## **POSITION TYPE AND EXPECTED HOURS OF WORK**

- This is a full-time Monday through Friday day-shift position; however, Cal-Waste operates 6 days per week with multiple shifts and works many holidays so this position may require some work hours beyond Monday through Friday day shift. Whatever it takes to get the job done schedule.

## **TRAVEL**

- Travel is primarily local during the business day, although some out-of-area and overnight travel will be expected.
- There are five different locations for our company.

## **Benefits:**

Cal-Waste offers competitive salary, a great benefits package including health, dental, vision, life insurance, 401(k), vacation, sick leave, holidays and a simplified cafeteria plan for all full-time permanent positions.

## **Salary Range:**

\$60,000.00 - \$80,000.00