

Site Safety Coordinator Position

Job Description:

The Site Safety Coordinator will plan, direct and implement safety organization program to ensure safe, healthy and accident free work environment. They will assist the Corporate Safety Director in all aspects of the health and safety program.

Essential Duties and Responsibilities:

- Conduct comprehensive on-site safety assessments as part of a constant monitoring process.
- Conduct and document regular safety inspections to ensure policies and procedures are being properly implemented and followed.
- Reviews all subcontractor safety programs to determine their adequacy.
- Document all safety violations or unsafe conditions/activities; ensure corrective measures are immediately implemented; follow through to insure corrections have been made.
- Provide training and education to company personnel regarding safety requirements.
- Provide daily orientation to all project employees on the safety practices required on the project and by the company.
- Provide support to project team for task hazard analysis.
- Complete Accident Reporting and Investigation, as needed.
- Maintains safety files and records.
- Other duties as assigned.

Position Qualifications:

- Bachelor's degree in a safety related course of study.
- 1-3 years experience in a hospital environment.
- OSHA 30 hour
- Working knowledge of Windows Operations Systems (Word, Excel, Outlook, etc.) and/or Apple programs.