

## DUGAN & MEYERS CONSTRUCTION CO.

POSITION DESCRIPTION:

**Safety Coordinator**  
(FLSA - Exempt)

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### **Primary Function:**

Coordinator of safety and health matters on jobsites to ensure compliance with federal, state, and local laws and regulations, and corporate policies. Plan, implement, and supervise safety, health, accident prevention, first aid, and fire prevention programs for jobsites. Reports directly to the Corporate Safety Director.

### **Duties & Responsibilities:**

1. Assist with the supervision and administration of safety, health, and first aid activities including work assignments, training, policy compliance, etc. on jobsites.
2. Conduct frequent project safety inspections, monitor potential hazardous working conditions and unsafe employee activities through safety management and communication with supervisory personnel for corrective action.
3. Document all safety inspections, accidents/incidents, safety violations, and unsafe conditions or activities, and then report same to project supervision and Corporate Safety Director.
4. Observe, document and report subcontractor safety and health issues on jobsites.
5. Conduct orientations and other required training of newly hired field personnel (fall protection, rigging/signaling, equipment operator, etc.).
6. Assist project personnel in planning confined space activities and evaluate compliance.
7. Oversee the whereabouts of the company's gas monitors, perform/obtain maintenance and calibration as required.
8. Assist with property damage and personal injury investigations and reports.
9. Assist project personnel with timely completion and submission of incident investigation report to the Corporate Safety Department within twenty-four (24) hours after the incident occurs.
10. Review documentation to ensure all required records and reports are complete, accurate and submitted per established procedures, and implement appropriate corrective actions as required. Submit all documentation to the Corporate Safety Director.
11. Accompany safety, health, and insurance inspectors on walk-through tours/audits of jobsites.
12. Assist in maintaining the master copy of Safety Data Sheets and other hazardous chemical information, publications, and materials to distribute to field personnel and others as required by Hazard Communication Standard and other regulations/policies.
13. Be familiar with all regulations and requirements of all agencies, which have authority over the projects/ jobsites. Assist in preparing appeals for OSHA safety or health citations.
14. Be familiar with the company's Workers' Compensation Program.
15. Assist Corporate Safety Director with coordination and tracking of safety and health training activities.
16. Assist Corporate Safety Director with tracking required information to complete required reports.
17. Assist Corporate Safety Director with evaluating and purchasing safety supplies and equipment.
18. Perform additional assignments as directed by Corporate Safety Director.

### **Skills, Knowledge, Qualifications & Experience:**

Educational and experience requirements include a four-year college degree or two years occupational safety/health training with at least three years construction experience or an equivalent combination of training and experience. Construction supervisory experience preferred. Should have completed or be willing to complete OSHA 30 hour training for the Construction Industry and become an authorized OSHA 10/30-hour Outreach Trainer. Thorough understanding of, and the ability to interpret and enforce federal, state, local and corporate regulations. Ability to recognize hazardous situations and behaviors, then implement corrective measures is essential. Excellent interpersonal communication and conflict resolution skills required. Excellent skills in the use of computer software such as Microsoft Word, Excel and Outlook Express is required.

### **Comments:**

The Safety Coordinator is a critical person, being responsible for overall safe operation of the jobsites. The Safety Coordinator has the authority to require changes in jobsite operations in all matters involving safety and health issues. The Safety Coordinator is also responsible for accurate and timely documentation of all safety activities performed.

REV February, 2016