

Company Name: Buckeye Ready-Mix, LLC

Job Title: Safety Coordinator

Employee Name: _____

Department: Safety

Status: Hourly

Reports to: Safety Manager

Job Summary:

The purpose of this position is to foster a safe working environment to eliminate or control hazardous conditions resulting from human error, equipment and machine operations that may lead to human injury and/or property damage. The position handles the day-to-day operations of the safety department. It is essential to maintain a commitment to the company mission and vision through exemplary leadership style and with a strong focus on the core company values. Display a professional and courteous attitude to co-workers, customers and the general public at all times.

Job Duties:

- Assists, plans and implements safety policies and procedures in compliance with local, state, and federal rules and regulations including but not limited to Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT) and Environmental Protection Agency (EPA).
- Advises Safety Manager on safety compliance concerns and preventative actions.
- Maintains safety files and records for company. Including, but not limited to, pre-task plans, Job Hazard Assessments, Daily Safety Assessments.
- Performs safety surveys and inspections, prepares written reports of findings and recommendations for corrective or preventive measures where indicated and follows up to ensure measures have been implemented. Conducting safety inspections helps identify workplace hazards and correct them before they cause accidents.
- Conducts post accident investigation and prepares reports identifying root causes and hazards. To be communicated to company management.
- Plans and implements training for employees on work safety practices.
- Assists in the development, evaluation and upgrading of safety programs.
- Assists and maintains environmental reports including Storm Water Permits, Air Permits and Spill Pollution Prevention Plan. Ensures compliance with regulatory EPA requirements.
- Assists in compliance with drug and alcohol requirements.
- Promotes safety and health awareness through internal company memoranda, newsletters and specific training programs.
- Maintains safety supplies to appropriate levels set forth by company standards
- Evaluates the safety and effective mean of production and delivery of ready-mix concrete.
- Ensure that OSHA300 log of occupational injuries and illnesses is maintained.
- Ensure fire extinguisher program is completed on a monthly/yearly basis.
- Conduct investigations into employee inquiries, suggestions and complaints.
- Develop, communicate and establish safety meetings and tool-box talk program for company. Meeting agendas to be kept and communicated to managers and safety department.
- Oversees Safety Committee and maintain bonus program with Safety Manager.
- Other Duties as Assigned.

Education/Experience/Skills

- High school diploma.
- Highly organized and has excellent verbal, communication, and interpersonal skills.
- Proficient in Microsoft Office Suite, email, and internet.
- 5 years experience in construction/manufacturing industry as a Safety and Health Professional.
- Ability to work evenings and weekends as necessary.
- OSHA 30 Construction or General Industry required at time of hire. (or obtained shortly after time of hire)
- CSHS certification preferable

Benefits

- Competitive Wage
- Excellent Medical, Dental and Vision, AD&D, Life Insurance, Short & Long Term Disability
- Paid Vacations and Holidays
- 401(k) with Profit Sharing Plan
- Company Paid Bonuses
- Company provided equipment (vehicle, laptop, mobile phone)
- Professional development opportunities related to construction/concrete industry.

Employee Initial & Date

Supervisor Initial & Date