



POSITION DESCRIPTION

Position:	Health and Safety Coordinator
Date of Announcement:	June 12, 2018
Closing Date:	Open until filled
Hours:	Monday- Friday 8:00 am- 4:30 pm
Salary:	DOE

Position Summary

The health and safety coordinator's job entails drawing up or formulating safety policies, making sure that such policies cover basic safety rules/regulations, accident investigation/evaluation and/or reporting procedures.

Responsibilities

- In the event of an accident taking place with a particular workplace, it is the duty of a health and safety coordinator to carry out an evaluation or investigation.
- This is usually done in a bid to find out the cause(s) of the incident. Also, investigations that are carried out by health and safety coordinator are used to determine whether employees adhered to already established safety policies or not.
- After investigations have been carried out by the safety coordinator, he/she drafts a report of his/her findings.
- He/she then works closely with the top management and supervisors to make sure that accidents don't happen again.
- An important role in the implementation of safety plans and or policies. He/she also monitors and evaluates the outcome and effect of such policies.
- In charge of organizing such training and putting in place documents that show that employees have undergone such training (which is basically for the safety inspections and/or reference purposes).

- Carries out inspections on a routine basis.
- Makes sure that work-related injuries and/or accidents are well-documented and properly kept.
- Intervenes in correcting unsafe work practices that may be going on.
- Monitors employees' adherence to safety policies and/or guidelines.
- Organizes accident investigations processes
- Carries out the development of safety policies of all organizations.
- Keeps a record of all safety-related issues within the organization and makes sure that corrective measures are taken.
- Organizes routine training on health and safety matters for the staff of the organization.

Minimum Qualifications

- Must be able to pay keen attention to tiny detail.
- Excellent communication skills.
- Basic knowledge of computer applications.
- Must be willing to travel
- Must have good interpersonal skills to be able to get along with other workers within the organization.
- Must be able to prioritize and multi-task in the face of many responsibilities/duties
- Good leadership skills.
- High-level of problem-solving abilities at all times.

Preference will be given to Native Americans (42 CFR 36.221)