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# Example of Coordinator, Safety Job Description

Our company is hiring for a coordinator, safety. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, safety

* Evaluates the organization's procedures, facilities, and equipment to identify unsafe conditions requiring improvement
* Assist with claim process and reporting
* Monitor Subcontractors Safety & Compliance
* Monitor and report on the calls to the How’s My Driving line
* Assist in the development of company policies and procedures related to safety & compliance
* Stay abreast of safety & compliance rules and regulations through research and education
* Prepare and present reports summarizing accidents, utility hits, injuries and near misses
* Investigate accidents and incidents and prepare report
* Provide training on safety and compliance topics
* Ensure safety manual is current and applicable through annual verification

## Qualifications for coordinator, safety

* 4 years of facilities and/or construction background
* Current OSHA 30 card
* Ensure all company facilities are inspected on a monthly basis to reduce and risk
* Coordinate with insurance representative on claims and accidents
* Ensure personal protective equipment is supplied, functional and appropriate
* Ensure MSDA program is in place and up-to-date as required