Safety Coordinator
Job Description

Exempt: No
Department: Safety Coordinator
Reports To: Safety Director
Location: Service Center
Date Prepared: March 05, 2010
Date Revised: December 21, 2012

GENERAL DESCRIPTION OF POSITION
Provide expertise and direction in coordinating safety practices, activities and concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Conduct necessary safety inspections and audits to insure the safety program is working effectively. This duty is performed daily.

2. Work with employees, medical community and insurance companies to insure appropriate case management of all work related injuries. This duty is performed irregularly.

3. Conduct necessary incident and accident investigations to determine why they occurred and to improve the safety level by preventing future occurrences. This duty is performed irregularly.

4. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS
Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Must have a valid Arkansas Driver's License and be approved by Corporation's insurance provider for insurance coverage.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**
Not indicated.

**SOFTWARE SKILLS REQUIRED**
Basic: Alphanumeric Data Entry, Word Processing/Typing

**INITIATIVE AND INGENUITY**

**SUPERVISION RECEIVED**
Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

**PLANNING**
Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

**DECISION MAKING**
Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

**MENTAL DEMAND**
Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

**ANALYTICAL ABILITY / PROBLEM SOLVING**
Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

**SUPERVISORY RESPONSIBILITIES**
No supervision.

Supervises the following departments: None are supervised but oversight is provided for all departments.
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**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**
No responsibility for this factor.

**ACCURACY**
Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation.
Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT
Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT
None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS
Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT
Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT
Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS
Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.
Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is frequently required to talk or hear; and occasionally required to stand, walk, sit, use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION
Must be able to work non-scheduled hours when directed.