

Safety Coordinator

Reports To	Technical Services Manager
Department	Technical Services
FLSA Status	Non-Exempt
EEO Classification	Technician

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

The Safety Coordinator's primary purpose is to provide all necessary training and resources to ensure the safety and well-being of all Advance employees while performing essential job functions.

General Description

The Safety Coordinator's daily function is to ensure compliance with Federal Motor Carrier Safety Administration, Department of Transportation, OSHA, and other regulatory agency standards while maintaining, updating, and improving existing safety policies for all Advance Ready Mix concrete operations.

Essential Duties

	<u>Duties</u>	<u>Frequency</u>
1	Ensure employee compliance with Advance Written Safety Plans.	10%
2	Monitor compliance with local, state, federal, OSHA, FMCSA, DOT, EPA, and other industry regulations.	10%
3	Process and maintain all safety files and records.	5%
4	Perform safety related accident/incident investigations.	10%
5	Ensure all Advance Employees complete annual OSHA required training.	10%
6	Assist with formulation and administering of company-wide policies, procedures, and programs pertaining to safety.	5%
7	Conduct routine Safety and Environmental Inspections.	10%
8	Organize and Instruct routine employee safety training.	5%
9	Maintain current certifications and inventories of all safety related equipment and supplies.	10%
10	Keep current and maintain all information and records required by FMCSA, OSHA, DOT, EPA, insurance, etc.	10%

- 11 Maintain all necessary or directed training and certifications. 5%
- 12 Perform job-site inspections to ensure safe working environment. 10%

Minimum Experience And Qualifications

Education: High School Diploma/GED
 Experience: 1 year(s) and 6 month(s) preferred in Safety.

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Occasionally (10%-29%)	
Climbing–Stairs, Ladders, Slope	Periodically (30%-54%)	
Standing	Frequently (55%-79%)	
Walking	Frequently (55%-79%)	

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
51 - 75 lbs.			Periodically (30%-54%)
Pushing/Pulling	Distance	Activity	Frequency
51 - 75 lbs.			Occasionally (10%-29%)

Work Conditions

Work Conditions typically encountered on the job.

Condition	Frequency
Dust	Periodically (30%-54%)
Excessive Cold	Periodically (30%-54%)
Excessive Heat	Periodically (30%-54%)
Noise	Periodically (30%-54%)

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving-Vehicle/Equipment	Frequently (55%-79%)
Indoors	Periodically (30%-54%)
Outdoors	Periodically (30%-54%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>