

## SAFETY COORDINATOR

The Safety Coordinator is responsible for leading Belco's efforts to create a culture of safety by developing and enforcing all safety rules and work practices for the company. This position must lead by example by personally modeling safe work practices at all times, while always encouraging team members and managers to employ all company safety policies. This person must lead regular safety meetings with team members and consistently report action items and progress to management.

**Job Type:** Full-time

**Location:** Houston, Texas

**Compensation:** \$23-\$30/hour

*(Salary depends on knowledge and experience in the commercial industry)*

### Job Description

- Create, maintain and lead a Safety Committee for improvement of the Safety Program
- Perform and document detailed monthly safety inspections for active jobs
- Identify risks, develop corrective actions and review all the inspections with the Department Manager to ensure appropriate repairs and/or changes required to bring personnel, equipment and facility into compliance
- Report and analyze all incidents, accidents and near misses according to reporting procedures for medical, light-duty, lost time and vehicle incidents to determine root cause
- Research injury, accident and claim trends for the purpose of implementing corrective programs and/or recommend alternative courses of action to reduce incidents of accidents and claims
- Work with outside regulatory agency inspectors (*i.e. building inspectors, Fire Marshall, OSHA, etc.*)
- Participate in required committees as needed and requested
- Coordinate safety memorandums
- Coordinate safety education and training for all team members within the company
- Act as safety liaison between team members, departments and management
- Inspect and monitor all fire protection systems
- Conduct new hire safety orientations
- Complete any other assigned projects as requested

### Core Requirements

- Safety management experience
- Must be available to work over 40-50 hours and have a flexible schedule
- OSHA 30 certified
- Understanding and knowledgeable of OSHA
- Available for questions and problem solving outside of normal business hours

*Job description continued on next page.*

- Must have an electrical Journeyman license and commercial experience
- Ability to read and interpret documents such as procedure manuals, work instructions and software manuals
- Ability to write routine reports and correspondence
- Ability to speak and communicate well with team members, customers, vendors and other parties
- Spanish speaking is a plus

**Other Desired Skills**

- Positive attitude
- Strong work ethic
- Integrity

**Benefits**

- Growth within the company/career advancement
- Health insurance
- 401(k)
- Paid holidays
- Vacation
- Competitive wages
- Supportive and positive corporate culture
- Recognition and evaluations