

Safety Coordinator

Description

We are a small family-owned Hydro-Excavation Company looking for a highly motivated individual, to bring their knowledge and experience of safety, to join our team. This is a full-time position based out of Campbellsport, WI. We perform work throughout Wisconsin, Upper Michigan, and occasionally in Iowa and Minnesota.

The position is responsible in helping the Owner and Operations Manager in running the safety program. This includes but is not limited to providing and documenting safety training, programming, and oversight to our field crews.

Responsibilities

- Direct and enforce safety/policy program
- Develop action plans to provide a safe working environment
- Perform jobsite inspections
- Collaborate to identify and minimize safety risk
- Direct accident/incident investigation procedures
- Maintain verbal and written communication ensuring proper documentation of safety accidents/incidents
- Provide root cause analysis on all accidents/incidents
- Consistently and fairly enforce safety/policies
- Updating and maintaining Job Safety/Hazard Analysis sheets
- Perform initial training for all field related new hires
- Organize and conduct safety training
- Ensure training is completed and not expired
- Ensure personal protective equipment is available and in working condition
- Staying up to date on relevant health and safety developments
- Produce and perform weekly toolbox talks
- Ensure OSHA, EPA, MSHA, OQ, and DOT compliance
- Maintain Safety Data Sheet Information
- Support with Digital Filing/Organization
- Conduct small tool inventories

Skills

- Proven experience or education in safety function
- In-depth knowledge of OSHA guidelines and practices
- Experience or education in reporting and developing processes
- Experience or education in implementing OSHA training programs
- Proficient in Microsoft Office (Outlook, Word, Excel, Teams)
- Excellent interpersonal, communication, and advisory skills at all levels
- Diligent with an analytical mind
- Construction excavation experience

Wage

- Based on experience
- Overtime available
- Weekly Paychecks

Benefits

- Simple 401(k) with Match
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off

Schedule

- Flexible 40 Hour Work Week

Why work at this company

- Good benefits
- Small Business
- Casual atmosphere
- Great work/life balance
- Team has a strong work ethic
- Common sense approach to problem solving