**Safety Coordinator Job Description:**

**Salary: $45K to $75K DOE**

The Safety Coordinator is the primary employee who is developing and implementing a well-defined safety program company wide. This employee will conduct safety audits, review the real-world applications of the implemented programs and adjust programing accordingly. The position will also conduct and evaluate safety trainings and update all safety related materials and supplies to compliance standards.

**Essential Functions/Major Responsibilities:**

***Safety Programing Functions*** –

* Update, review and implement all appropriate safety programing
* Work with Owner, Superintendents and Foreman’s to ensure all appropriate trainings are being conducted in a timely and relevant manner
* Conduct weekly, monthly and quarterly safety trainings on a variety of relevant safety related topics
* Conduct job site safety inspections and recommend changes or alternate ways of work to the Superintendents
* Complete all appropriate OSHA requirements annually – 330A log
* Maintain and update as required all on site labor law, safety postings, and SDS materials
* Lead all accident investigations with site Superintendents and file all appropriate OSHA and SAIF paper work
* Maintain, update and restock all safety supplies such as, but not limited to first aid kits, fire extinguishers, etc.
* Work with HR and Executive Assistant to ensure processes are in place so that all safety information is front loaded when on boarding new employees
* Maintain and build relationships with compliance agencies in order to ensure good communication is established
* Work with injured employees to ensure they are following all requirements and getting them back to work

**Knowledge, Skills and Abilities:**

* Ability to fully understand all aspects of construction site and equipment safety.
* Analytical and Research Capable – able to proficiently research out issues and find solutions

As an equal opportunity employer Silver Creek Contracting will hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability. Silver Creek Contracting also enforces a zero-tolerance drug and alcohol policy.

**Employee Benefits: Silver Creek Contracting offers a competitive benefits package that consists of employer paid Medical/Vision for employees and a matching 401K Program. Employees also have the option of enrolling in Dental Coverage as well as AFLAC.**