

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

OCTOBER 2, 2014

TITLE: SAFETY COORDINATOR  
REPORTS TO: HUMAN RESOURCES ADMINISTRATOR  
JOB CLASS: EXEMPT  
LOCATION: DOVER OFFICE

PURPOSE:

Maintain a formal Safety program for DSWA. Perform general service work for DSWA's Administrative Building.

JOB DUTIES:

- \* 24-hour on-call availability
- \* Conduct routine safety inspections at all DSWA facilities
- \* Transport employees to and from Drug/Alcohol tests
- \* Investigate all accidents/incidents, write reports, coordinates with insurance company
- \* Coordinate safety training for employees (i.e. first aid, CPR, defensive driving, fire extinguisher, forklift, etc.)
- \* Develop, maintain and update DSWA safety plan policies and procedures
- \* Coordinate purchases for safety supplies, equipment (i.e. safety boots, hard hats, gloves, safety glasses, etc.)
- \* Provide general services of the DSWA Administrative building and grounds. Obtains quotes for building repairs. Light repair work to office building. Moves boxes of files and office furniture.

Coordinate with facilities to have safety problems corrected

Meet with safety committee periodically to report safety issues

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Maintain all safety records in an organized manner

Ensure first aid supplies are maintained in all first aid boxes at all facilities and in all DSWA vehicles

Observe construction projects on DSWA property to ensure contractor and DSWA staff safety compliance, (i.e. Miss Utility, OSHA, etc.)

Oversees janitorial people to ensure all areas of office are kept clean; and oversees lawn service to ensure grass and plantings are maintained.

Conduct video safety training for DSWA employees as applicable

Conduct fire drills at DSWA facilities and maintain fire drill log

Disseminate safety information via flyers, posters, e-mail, etc. to DSWA employees

Inventory safety equipment at all DSWA facilities on a scheduled basis

**QUALIFICATIONS:**

Possession of a high school diploma or equivalent, class drivers' license, and two (2) years experience in Health/Safety related work. Required safety training to include, first aid, fire safety and defensive driving training. Knowledge of all applicable federal, state and local safety laws, rules, regulations, policies and procedures and knowledge of fire safety and first aid. Ability to conduct training in safety practices, procedures and equipment and ability to conduct safety inspections. Good oral and written communication skills including the ability to write and maintain accurate reports and records is required. Training, knowledge and experience of applicable computer software is also required. Must know how to operate cameras, video equipment, projectors and related equipment. Must possess the ability to recognize hazardous situations and implement applicable corrective measures.

Note: This is a safety sensitive position and requires drug testing as a condition of employment.

\*Denotes essential functions of the job