

## **Safety Coordinator – Grants Pass Downs & The Flying Lark**

### **Job Overview**

The Safety Coordinator is responsible for the overall safe operations of the Grants Pass Downs and The Flying Lark facilities. The Safety Coordinator will act proactively to train and guide all employees in safe work practices, will respond appropriately to incidents that cause the safety of individuals to be compromised and will determine the root cause of any accidents or near misses to avoid the same or similar incidents in the future. The Safety Coordinator will work collaboratively with the Security and Human Resources Departments to implement safety policies and practices and respond to incidents cohesively. This position pays \$22.00 to \$28.00 per hour, DOE.

### **Responsibilities and Duties**

- Respond to reports of accidents, injuries, or occupational diseases and investigate the incident to determine causes and preventive measures.
- Administer First Aid treatment, as needed, when reporting to accidents, injuries, or occupational diseases.
- Write reports of accidents, injuries, or other incidents for documentation and reporting to designated agencies (OR OSHA, Workers Compensation, etc.) and maintain all required records and documentation.
- Supply, operate, and maintain personal protective equipment.
- Ensure personal protective equipment, or other safety equipment such as hearing protection and respirators are available, accessible, and properly maintained.
- Provide training and ensure proper use of PPE is being practiced among all employees, contractors, and visitors.
- Schedule, coordinate, and conduct safety meetings and safety training programs.
- Schedule and coordinate for cause and post-accident drug testing, when needed.
- Order and enforce suspension of activities that pose threats to workers' health or safety.
- Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials.
- Create new and update existing procedures and policies and procedures to reflect new and existing regulations, laws, rules and/or local ordinances.
- Complete 801 forms in case of an accident involving a worker.
- Complete OSHA 300 Log and Summary for all entities annually.
- Maintain and update personnel training (Safety, CPR, First Aid, SDS, etc.) as required.
- Prepare, manage, and review job hazard and task analyses to determine potential or actual workplace exposures to hazards and physical stressors.

### **Education, Experience and Qualifications**

- At least 3 years' experience in comprehensive workplace safety and compliance programs is preferred.

- Ability to coordinate safety efforts with company staff and external partners.
- Extensive knowledge of Federal and State safety and health regulations.
- Excellent communication skills with a capacity to present, discuss, and explain issues coherently and logically both in writing and verbally.
- Clear decision-making ability with the facility to judge complex situations and assess when to escalate issues.
- CPR/AED/FA certifications preferred.
- Valid driver's license with clean driving record.
- Ability to multitask, prioritize, and manage time efficiently.
- Ability to physically stand, bend, squat, and walk throughout the workday.
- Proficient computer skills, including Microsoft Office Suite (Teams, Word, PowerPoint, Outlook, and Excel).

Submit resume to: [careers@theflyinglark.com](mailto:careers@theflyinglark.com)

or online at: [Safety Coordinator Job in Grants Pass, OR at The Flying Lark \(ziprecruiter.com\)](#)

Deadline: December 3<sup>rd</sup>, 2021