



91-310 Komohana Street Phone: (808) 682-1321 www.zelinskyco.com,
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JOB OPPORTUNITY

This Zelinsky Company is a Commercial/Industrial Painting and Drywall company. We are a union subcontractor currently running 125 to 150 field employees. We are seeking to hire a full time safety officer/administrator that will administer, monitor, improve and augment our current programs and culture.

If you are interested and qualified, please contact James Wong at - jwong@zelinskyco.com - 682-1321

Position: Health and Safety Administrator

Job Description/Summary:

This position is responsible for managing health and safety program elements and ensuring the company is compliant with all applicable health and safety laws, regulations, policies and/or guidelines, including HIOSH/OSHA and construction standards. Responsible for developing and recommending measures for assuring personnel safety, and monitoring and/or anticipating hazardous and unsafe situations.

Key Duties and Responsibilities:

- Administer, direct and manage compliance with the company safety program and incident prevention efforts to ensure company safety goals are met. This includes the authority and ability to change and/or adjust work procedures as may be required to ensure the safety of affected employees and the general public.
- Initiate, perform and document jobsite inspections and audits with special emphasis on hazard recognition, unsafe behaviors and correction of potential third party, asset loss and workers compensation losses. This necessitates the ability to think independently, communicate thoroughly and facilitate the implementation of corrections/behaviors.
- Initiate, coordinate and conduct safety meetings and training programs, including materials, agendas, minutes and attendance, to ensure the effective communication of company policy and safety standard.
- Work with staff to maintain employee training certification records to ensure employee is current and in compliance for work and jobsite duties.
- Maintain record keeping systems.
- Maintain current Contractor's Construction Health and Safety Plan (CHASP) and update as needed according to new and revised HIOSH/OSHA requirements.
- Assist project managers with project Activity Hazard Analysis (AHA's) and Site Specific Safety Plans (SSSP) as needed.
- Complete annual OSHA 300 logs.

- Work with injured employee, medical providers and insurance company to ensure proper care and expedited claim closure.
- Coordinate and participate in regulatory agency inspections and investigations to ensure compliance with federal and state regulations.
- Monitor warehouse safety and hazardous waste storage and disposal.
- Perform monthly new employee safety orientations.
- Willing to travel outer-island.
- Other duties as assigned.

Skills/Qualifications:

- Construction Health and Safety Technician (CHST) certification or safety and health degree.
- 2-3 years construction health and safety experience.
- Extensive knowledge of HIOSH/OSHA Construction standards, OSHA 500 Certification.
- Completion of the 30-hour OSHA Construction safety class.
- Equivalent combination of education and experience.
- Experience in work requiring good judgment is desirable.
- Ability to provide verbal/written communication of safety messages in a professional manner.
- Excellent interpersonal / organizational / documentation skills.
- Windows 7 or Higher.
- Microsoft Office 2010.
- Adobe Acrobat X Pro.
- Valid state driver's license with acceptable driving record.