

Safety Administrator
Job Description

Classification: Full-Time, Exempt
Department: Human Resources
Reports To: Director of Human Resources

Summary of Responsibilities

Administers the company's Occupational Health and Safety Management Systems program to ensure a safe and healthy workplace.

Essential Functions

Manages the reporting of injuries, incidents, near misses and observations in the Vault system. Works with parties involved to investigate causes and identify risks. Follows up to ensure that appropriate steps are taken to correct unsafe situations and prevent further incidents.

Assists with the development and implementation of safety policies and procedures.

Ensures that safety training is regularly conducted for all employees.

Sends out safety alerts and communicates best practices to all stores.

Coordinates audits and inspections.

Compiles monthly health and safety data for the Safety Committee and Board of Directors.

Submits Annual Survey of Occupational Injuries and Illnesses to OSHA.

Keeps abreast of all applicable federal, state and local safety regulations.

Other Functions

Assists other HR positions as needed. Performs other duties as assigned.

Required Experience

Two years of safety or risk management experience. Detail oriented, able to multi-task and meet deadlines. Self-motivated and able to work independently. Good verbal and written communication skills. Competent in Word and Excel.

Educational Requirements

Bachelor's degree required.

Working Conditions

Minimal hazards. General office working conditions.

Employer's Rights

This job description does not list all the duties of the job. You may be asked by your supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.