

CONTRACTOR SAFETY COORDINATOR

If you qualify for this position, please e-mail your resume or internal application to careers@fibrebond.com.

JOB SUMMARY

This position is responsible for providing support to the Fibrebond management team, project management team and maintenance teams. This position will provide leadership and coordination of the on-site contractor management program.

ESSENTIAL FUNCTIONS

1. Support the development, implementation and assessment of the Fibrebond contractor safety management system. Activities include but are not limited to: the assessment of contractor health & safety needs; development of practical, effective solutions to those needs; aiding the implementation of solutions (including training) and assessing the effectiveness of the solutions.
2. Regular strategic communication with the Director of Safety and Security.
3. Coordinate and lead daily contractor safety orientations.
4. Organize, schedule and conduct site surveys, evaluations and audits with site contractor representatives.
5. Develop technical reports/presentations to document the evaluations/audits of workplace hazards and mitigation strategies to reduce or eliminate hazards for contractors, customers and employees.
6. Research and summarize federal safety regulations and consensus industry standards as needed.
7. Maintain company compliance with all applicable OSHA and state regulations as well as maintain appropriate reporting for contractors.
8. Participate and/or lead job site evaluation with contractors, project management and operations representatives.
9. Participate and provide support in contractor incident investigations to include reporting, tracking system entry, documenting/following up on corrective actions.
10. Track and review all contractor incident reports for trends and help develop necessary corrective actions.
11. Attend required HSE team meetings as well as any other contractor related meetings.
12. Participate in internal HSE auditing program.
13. Other duties as assigned.

QUALIFICATIONS & EXPERIENCE

1. High school diploma or general equivalency diploma (GED) required.
2. A minimum of two years of safety and Construction/Manufacturing experience.

SKILLS & PHYSICAL REQUIREMENTS

1. Demonstrates strong verbal and written communication skills with effective interpersonal skills.
2. Demonstrates proactive and responsible attitude for personal safety and the safety and the safety of co-workers, contractors and the public.
3. Ability to build consensus and positively influence a diverse group without direct control.
4. Effective time management and organizational skills, ability to handle multiple projects and meet deadlines.
5. Knowledge of federal, state and local safety and health regulations.
6. Familiarity with relevant industry standards and guidelines including OSHA, ANSI, NFPA and NIOSH.
7. Team oriented, flexible and able to work independently in a fast-paced setting with minimal supervision.

8. Basic math skills required.
9. Demonstrates proficiency in the use of computers and Microsoft Office (Word & Excel) products, the use of word processing, HSE database applications, presentation and spreadsheet software.
10. Excellent analytical skills with the demonstrated ability to analyze multifaceted situations/problems/concepts along with the capacity to venture beyond core competencies.
11. Ability to give clear direction and support to client groups to ensure compliance with company policies, procedures and guidelines.
12. Ability to climb, stand for extended periods time, bending and can lift up to 50 lbs. In addition to this, must have the ability to wear personal protective equipment to include but not limited to: Hard hat, hearing protection, safety shoes, protective clothing, safety harness and respiratory protection (as required).