

Health and Safety Coordinator Job Description

Duties and Responsibilities:

- Intervenes in correcting unsafe work practices that may be going on in an organization
- Monitors employees' and employer's adherence to safety policies and/or guidelines
- Organizes accident investigation processes
- Carry out development of safety policies for organizations
- Keeps record of all safety-related issues within the organization and makes sure that corrective measures are taken
- Organizes routine training on health and safety matters for the staff of the organization.

Health and Safety Coordinator Requirements – Skills, Knowledge, and Abilities

- Possession of excellent communication skills
- Must have good interpersonal skills to be able to get along with other workers within the organization
- Good leadership qualities are necessary to succeed in this position
- Must be able to prioritize and multi-task in the face of many responsibilities/duties
- Must have basic knowledge of computer applications
- Must possess a high level of problem-solving abilities at all times
- Must be someone that pays keen attention to tiny details
- Must have vast experience in policy drafting/formulation and administration of safety policies
- Possess in-depth knowledge of general safety guidelines (like Occupational Safety and Health guidelines) is a must
- Possess a Bachelor's degree in any relevant field
- Must possess necessary certification as a safety officer or coordinator

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- A minimum of 3 years relevant work experience in a similar role.