

Safety Coordinator Job Description

Duties and Responsibilities:

- Intervenes in the case of unsafe activities or operations being carried out by employees within the workplace
- Develops the organization's safety policies and procedures
- Carries out research with regards to regulatory requirements and best safety practices
- Oversees and directs the entire process of accident investigation/analysis
- Responsible for keeping records of safety-related incidents and recommendation/administration of corrective measures
- Works hand-in-hand with company management to identify safety-related issues and also supervise adherence to safety rules
- Organizes safety training for staff of the organization on a regular basis
- Performs evaluation of safety policies, methods, and programs.

Safety Coordinator Requirements – Skills, Knowledge, and Abilities

- He/she must have excellent communication skills to be able to clearly pass information concerning safety precautions to staff of the company
- Must have good interpersonal skills
- Must have coordinating abilities that are of the highest standards
- Must be a proven leader. That is to say that he/she must be able to display good leadership skills
- He/she must be observant and proactive at all times when it comes to issues related to workplace safety
- Must be willing and able to work as part of a team or even lead a team if the need arises
- A minimum of Bachelor's degree or technical training in any safety-related field.
- A minimum of 2 years relevant work experience in a similar role
- Must have the relevant safety certification that is needed for him/her to work as a safety coordinator

- A [pre-employment test](#) may be required to prove your suitability for this role.