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| **Health & Safety Coordinator** |
| Location: **Sandy Run, SC** |  |
| Job Code: Salaried |
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| **Description** |
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| **Position Summary** |
| The Health & Safety Coordinator will be responsible for the site safety culture and performance. They will review, develop, and conduct all Devro Inc. activities relating to Occupational Health and Safety. Create a visible profile for Safety by working with management and employees to ensure the delivery of safety-related outcomes. Work with Health & Safety Manger to develop an effective internal training & development system to achieve OSHA compliance. |
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| **Key Responsibilities, Accountabilities & Deliverables** |
| * Maintenance of existing H&S Management System, with a focus on continuous improvement and legislative compliance.
* Safety systems, document control, and record keeping ensuring legislative requirements are met, and internal controls are maintained. Manage incident reporting system to ensure incidents/accidents are investigated, root causes identified, corrective actions taken, and feedback is given to relevant parties. Managing workers compensation claims and liaise with the Insurer, Employee doctor, Rehabilitation and other Medical Personnel as necessary. Initiate safety awareness programmes and promote health and safety at all times.
* Active involvement in Risk Assessment processes to ensure actions/controls are realistic and planned for action. Provide advice, guidance and assistance to assist in the provision of a safe work place. To enable departments to undertake risk assessment processes to identify hazards and ensure that appropriate control measures are in place.
* Liaise with Departments on matters of Safety, Health, and rehabilitation.
* Reporting on safety statistics.
* Ensure Life Saving Rules compliance. Carry out duties/projects in line with training and qualifications that may be delegated to the incumbent from time to time. Provide administrative support to the Health & Safety Manager as required.
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|  **Experience and Education** |
| **Experience:** * Bachelor’s Degree in Occupational Health & Safety, Engineering, Environmental Science, or other related discipline desired. Five to 10 years in safety-related experience (e.g., H&S Coordinator/ Specialist/ Supervisor).
* Previous experience with Workers Compensation and PSM a plus. Safety-related certifications desired (e.g., ASP, OHST, SMS, etc.) and/or ability to obtain within 12 months of hire.

**Skills:** * Strong communicator with good verbal and written skills. Influencing skills with all levels of the organisation. Computer literate with experience using Microsoft office. Developed administration/organizational skills.
* Working knowledge of OSHA and life safety regulations. Ability to interpret and apply national health and safety legislation and policy. Ability/willing to gain further education/certifications in the safety field.
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