



Job Title	Safety Coordinator
Time Commitment	Minimal – occasional visits to our two centers and active participation in annual health and safety meeting
Classification	Volunteer

Job Purpose

The Safety Coordinator is responsible for planning, implementing, and overseeing company's employees' safety at work. Their main duty is to ensure that the company complies with and adheres to Occupational Health and Safety (OHS) guidelines to reduce work-related injuries.

Essential Duties, Responsibilities, and Access

1. Create and implement safety plans
2. Conduct safety observation reports bi-annually
3. Conduct safety walks and inspections to analyze safety risks
4. Educate employees on safety standards and expectations as well as safe equipment operation
5. Provide recommendations for improving safety in the workplace
6. Investigate accidents that occur onsite and identify possible causes of the accident
7. Maintain documentation of the company's safety procedures, accidents and related events
8. Act as a liaison between management and external safety agencies, such as fire and insurance personnel
9. Inspecting the HVAC systems and changing filters to ensure they are in proper working order
10. Inspecting security lights, exit lights, and exterior lights

Qualifications

Experience in health and safety or a related field is preferred. Excellent written and verbal communication skills, including public speaking and presentation. Understanding of federal, state and city safety requirements, including OSHA. Interpersonal skills, with the ability to establish effective professional relationships with employees. Leadership skills, such as the ability to motivate a team and provide feedback.

Committed Christian maintaining a close personal walk with Jesus Christ and involved in a Bible believing local fellowship. Must adhere 100% to the mission, statement of faith and principles of Heartbeats. Must demonstrate a consistent life-affirming philosophy.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions. I have received a copy of this complete job description. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.

Volunteer _____

Date _____