



Safety Coordinator (Part Time)

PROGRESSION OF SUPERVISORS: Safety Committee, Managing Director, President, Vice President

JOB SUMMARY: Lead the Safety Committee in a manner consistent with the values of Four Star. Develop company safety and health programs and coordinate safety training and employee outreach programs. Monitor safety and health regulations and provide technical support to management in order to ensure compliance with federal and state safety and health regulations.

FUNCTIONS:

1. Develop a program in which both the coordinator and the safety program earn and maintain the trust and respect of all employees. Results:
 - a. Employees easily bring safety issues to the attention of management.
 - b. Accident/injuries should be reduced
 - c. Reduce Company liability
2. Direct company safety programs to protect employees against harm, and maintain safe working conditions.
3. Lead activities of the Safety Committee and provide safety information and training for employees.
4. Conduct periodic safety and health walk-through inspections of all workplace facilities.
5. Investigate accidents and propose recommendations as needed. Produce work orders for corrective safety concerns.
6. Compile and report data based on accident reports (IE- number of slip/fall accidents, number of strain/sprain accidents, recognition of patterns, etc.)
7. Identify safety related issues and address them with the employee or Department Manager in a manner that results in cooperative problem solving.
8. Anticipate safety related problems before they arise. Develop a strategy to address the problems and present that strategy to the Safety Committee.
9. Act as liaison with work comp insurance broker.

ESSENTIAL WORK HABITS:

1. Display leadership behavior and a work ethic that is contagious and results in a positive work environment.
2. Adjust schedule daily, weekly, or seasonally as needed.
3. Report to work as scheduled, maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.
4. Demonstrate the ability to communicate effectively with all fellow employees.
5. Identify challenges and make innovative suggestions for improvement.
6. Demonstrate a positive and cooperative attitude with all employees and across all departments.
7. Self-educate in order to become an expert on safety practices and safety laws that apply to Four Star. Attend training courses as needed.

ESSENTIAL SKILLS:

1. Earn and maintain the trust and respect of employees and co-workers.
2. Develop systems that reduce or eliminate recurring problems. Adapt systems to accommodate changes in operations.

QUALIFICATIONS: Safety related experience in a leadership position is preferred.

ADDITIONAL RESPONSIBILITIES:

1. Actively contribute to the continued success of the company by expressing new ideas that can result in lower costs, improved profits, and improved efficiency.
2. All other duties as assigned.

PHYSICAL ASPECTS:

1. Job will require an equal amount of desk work as well as work that involves standing or walking, bending to the ground and reaching overhead and operating equipment.
2. Employee will be exposed to the sun and/or high intensity lights.
3. Employee will work in a wet environment where clothes and footwear can become saturated.
4. Employee may be exposed to temperatures that can be at or 10-20 degrees above outside temperature.

At Four Star Greenhouse Inc., we want to insure that you understand what your responsibilities are. If you have any questions as to what is expected of you, you are expected to discuss these questions with your supervisor. By signing this document you are demonstrating that you understand what your responsibilities are, as presented to you on this Job Description. Your signature also demonstrates that you understand that all employees of Four Star Greenhouse are employees at-will. Four Star Greenhouse has the power to terminate anyone's employment with or without cause.

(signature)

(date)

(supervisor/manager signature)

(date)