

January 11, 2016

Position: Safety Coordinator
Reports to: Marsha Wadzinski
Location: Corporate Office
Hours: Monday – Friday
8:00a.m. – 4:30p.m.

JOB FUNCTION:

Provide technical and administrative safety assistance to the human resource department. Primary focus on safety programs.

ESSENTIAL FUNCTIONS:

1. Coordinates safety and health concerns and hazards; safety systems, policies and procedures. Develops safety campaigns and communications, within established guidelines and approval of HR Director. Offers suggestions/opinion to HR Director on new equipment and procedures, preventive programs.
2. Coordinates safety meetings, with the input of applicable Operations Manager.
3. Workers compensation – completes claim forms, follows up with work comp carrier when necessary.
4. Maintains OSHA log.
5. Maintains SDS books for all locations.
6. Enters/updates employee records on computer.
7. Maintains filing/scanning, daily basis.
8. Develops and conducts safety training
9. Maintains DOT files, coordinates drug testing.
10. Completes MSHA paperwork.
11. Position requires travel to other company locations.

ADDITIONAL RESPONSIBILITIES

1. Supports HR Specialist, as necessary.
2. All other duties as assigned by manager.

QUALIFICATIONS

1. Ability to maintain the highly confidential nature of human resources work.
2. At least four years safety experience in manufacturing environment. OSHA 10 or 30 hour training preferred.
3. Strong computer skills.
4. Tact, above average communication skills, ability to work effectively with both employees and managers. Ability to convey a positive and professional image to applicants and employees.
5. Valid drivers' license.

Anyone interested in applying for this position needs to submit a written application to the Human Resource Department before January 18, 2016. Applications received after this date may not be considered.

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