



Job Title: Safety Administrator
Job Code: 912
Department: General and Admin
FLSA Status: Non-Exempt
Grade: 8
Reports To: EHS Manager
Positions Supervised: None

Summary

The **Safety Administrator** is responsible for maintaining company safety compliance processes including the oversight, collection, completion, submission, and maintenance of customer safety documents, databases, and web portals.

Essential Job Duties

- Creates, maintains, and enters information into various web-based safety databases.
- Completes required customer safety pre-qualification documents and contract renewal requests, including providing required employee training and compliance certifications.
- Tracks and reports compliance for all regulatory related technician training requirements and credentials including Mine Safety and Health Administration (MSHA) new miner/refresher, Occupational Safety and Health Administration (OSHA) 10/30 hour and Department of Transportation (DOT) Driver Qualifications.
- Provides safety orientations and new employee safety training for Sales & Service.
- Supports PPE and uniform ordering, and acts as main contact for PPE and uniform vendors.
- Assists in the coordination and implementation of changes associated with company safety initiatives, including serving on the corporate safety committee.
- Maintains the process for driver safety reporting and coaching, and provides driving statistics for review by the fleet safety committee.
- Supports accident/incident investigations, "Lesson's from Incident" (LFI) development, root cause analysis, and corrective actions as needed.
- Maintains accurate OSHA records, logs, and reporting for the Company.
- Composes, types, and distributes meeting notes, routine correspondence, or reports, such as presentations or safety reports.
- Other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered. (Additional requirements may be designated by position.)

- High School diploma or equivalent required.



- Associate's degree in business administration, safety or related field preferred.
- Basic understanding of federal compliance regulations from the Office of Safety and Health Administration (OSHA), Mine Safety and Health Administration (MSHA), Department of Transportation (DOT) and/or Environmental Protection Agency (EPA).

Knowledge, Skills and Abilities – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Proficient in Microsoft Office products – specifically Excel, and Outlook.
- Critical thinker with exceptional attention to detail.
- Excellent problem-solving skills.
- Excellent communication skills, both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to develop and maintain business relationships.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions. Exposed to moderate noise levels.

Physical Abilities - Activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by an immediate supervisor and other management as required. The Company reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

Accepted by: _____



Employee

Date

Accepted by: _____
Supervisor (or Human Resources)

Date