

**JOB TITLE: SAFETY COORDINATOR****GENERAL DESCRIPTION:**

Safety is job one, and an enormous responsibility. As a safety coordinator your job is to make sure everyone is safe on the team as well as spreading the word about safety to those who don't readily think about it. The safety coordinator tests, trains, maintains all safety equipment, first aid kits, Safety Data sheets (SDS) and the safety manual. This is a serious yet fun position creating informative and exciting content in various ways.

**KEY SKILLS:**

- Detail oriented
- Effective written communication skills
- Great organizational skills
- Proficient research skills
- Being safety minded is a plus
- Comfortable speaking with strangers
- Able to work in a group or individually
- Self motivated
- Great oral communication skills
- CPR certified is a plus

**DETAILED JOB DESCRIPTION:****Update and improve the Safety Manual**

- Safety record
- Example documentation
- Safety information
- Safety process / policy illustrations
- Monitoring all areas for safety hazards and compliance, perform routine safety inspections

**Safety Training**

- At minimum develop and perform basic training in the following areas
  - Proper lifting techniques
  - Battery disposal
  - Safety Data location and use
  - General shop safety
  - First aid kit and fire extinguisher use
  - Personal protective equipment (P.P.E.) location and use
  - Eye wash and shower station location and use
  - Safety stations
  - Developing and administer safety test

### **Safety At Competitions**

- Monitoring pit safety
- Attending safety meeting
- Interviewing with the safety judges
- Helping other teams as needed

### **Safety at Home**

- Maintaining the first aid kit (organization and inventory)
- Attending first aid and C.P.R. certification classes
- Researching additional safety hazards and distribute the information to the team and updating the safety manual
- Compiling and updating Machine Shop tool and equipment safety manual
- Add training and safety documentation to safety manual and department training binders
- Documenting injuries, treat if appropriate, report if necessary
- Developing and implementing safety policies, educate the team on the policies
- Assisting other team local and worldwide to develop Safety Programs
- Sharing safety ideas
- Brainstorming and planing safety outreach projects

POSITION FILLED

PERSON HIRED \_\_\_\_\_

DATE HIRED \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDITIONAL  
COMMENTS

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