

Alvin J Coleman & Son, Inc

Construction Safety Officer

Job Description and Profile

The job of a Construction Safety Officer involves working both in the Conway office with frequent visits to various construction jobsites, multiple concrete plant, and several crushing operations (time in the office & in the field will be about 50/50). Safety Officer will be instrumental in revising, reviewing and enforcing safety guidelines for construction workers in order to lessen the risks of injuries and accidents. Travel to the construction sites to check the compliance of safety guidelines is expected and frequent. The Safety Office will work the onsite supervisors, foreman and project and operations managers to ensure that jobs have the highest safety integrity from planning to completion, along with the responsibility to monitor, manage and communicate with insurance carrier's loss control and claims people.

Job Duties and Responsibilities

- Educate the construction workers about construction safety measures
 - Weekly "Tool Box Topics"
 - On Site Safety Audits
 - Compliance Issues
 - Daily Pre-Task Planning
 - Create JHAs (Job Hazard Analysis)
- Visit the construction sites regularly to ensure compliance with OSHA regulations, company safety rules, safety laws and jobsite rules
- Point of contact for injury cases
 - Includes response (first aid) accident investigation to prevent any such injury from occurring again for any Coleman operations
 - Includes filing Workers Comp Claims & follow up
 - Maintaining insurance claim files, OSHA violation files and Workers Comp Claim files
- Conduct training sessions for the workers and, inform them about the newest techniques of security and safety

- Work with Management team to implement changes to make our company the industry standard in safety.
- Monitor return to work, claims reserves and develop relationships with insurance carriers' claims and loss control personnel.
- Handle Insurance Claims & Investigations
 - Trucks
 - Equipment
 - Personnel
 - Property Damage
 - Work with Insurance Investigator
 - Filing

Job Skills and Specifications

- Excellent knowledge about construction safety techniques
- Good Leadership, presentation, organizational and communication skills
- Be a team player and efficiently assess the safety measures of the construction project
- Possess good writing skills for preparing reports
- Ability to lead by example to create a strong safety culture company wide

Job Education and Qualifications

- A high school diploma
- Degree or diploma in construction safety measures— some college experience
- Minimum 5 years of construction safety experience or 3 years if he/she possesses a Certified Safety Profession (CSP) or safety and health degree from an accredited College/University or 8 years of onsite construction management experience
- OSHA 30 Hour Outreach for Construction or equivalent
- Excellent knowledge and a certification course on federal laws for construction (specifically OSHA regulations 29 CFR 1926 for construction)
- OSHA HAZWOPER Cert Preferred
- Valid state driver's license