

Position Title:	Safety Coordinator	Date:	
FLSA Status:	Exempt	Reports To:	Safety Director
Department:	Administration		

PRIMARY RESPONSIBILITIES

The Safety Coordinator supports the Safety Director in executing the Company's Occupational Health & Safety Management program across all divisions. This role combines field-based safety oversight with administrative management of safety systems and records, ensuring compliance with OSHA/HIOSH standards and internal safety requirements.

ESSENTIAL FUNCTIONS

- Conduct regular safety inspections at all company-owned facilities, job sites, and operational areas.
- Provide written inspection reports with findings and corrective recommendations to management.
- Identify hazards and ensure timely corrective action
- Responds to incidents and near-misses and complete investigations
- Collect statements, photos, and video evidence (Motive or equivalent)
- Maintain safety records including training, incidents, and inspections
- Ensure all documentation is accurate, complete, and audit-ready
- Track safety metrics including training completion and incident trends
- Support and document safety meetings and stand-downs
- Ensure 100% participation and proper recordkeeping
- Assist supervisors with safety documentation and enforcement actions
- Maintain readiness for OSHA/HIOSH inspections and audits
- Identify and correct compliance gaps proactively

OTHER DUTIES

- Perform other duties as assigned by the Senior Management.

WORKING CONDITIONS

- Combination of office and field work.
- Regular exposure to outdoor and industrial environments including heat, humidity, dust, and active job sites.

WORK SCHEDULE

- Monday through Friday and occasional weekend. Start times will vary, depending on operational requirements.

PHYSICAL DEMANDS

- Requires frequent sitting, standing, and walking.

MINIMUM QUALIFICATION REQUIREMENTS

Skills/Knowledge:	Education/Experience:
• Strong understanding of safety management systems and industry best practices. • Knowledge of incident investigation and compliance systems. • Strong organizational and documentation skills • Excellent written and verbal communication skills. • Excellent organizational and time-management abilities. • Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.	• 3–7 years of safety experience (transportation, construction, or industrial preferred). • Additional safety-related certifications <u>preferred</u>: • OSHA 30 (General Industry or Construction) • First Aid / CPR / AED • CHST (Construction Health & Safety Technician) or currently working toward credential • ASP (Associate Safety Professional) or currently seeking credentials • HAZWOPER (24 or 40-hour)

OTHER

Regular attendance in conformance with the standards, which may be established by WOA from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Upon employment, all employees are required to fully comply with WOA rules and regulations for safe and efficient operation. Employees who violate WOA rules and regulations will be subject to disciplinary action, up to and including termination of employment.

Adhere to policies and standards as outlined in the West Oahu Aggregate Co., Inc. Handbook.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINTED)