

## TRIPLE “S” INDUSTRIAL CORPORATION

### **JOB TITLE: Safety Coordinator**

**JOB DESCRIPTION:** Assure that all work is performed within compliance with Triple “S” Industrial Corporation, Client and all applicable local, state, and federal safety requirements and/or appropriate industry standards. The Safety Coordinator answers to the Site Safety Manager and/or directly to the Corporate Safety Director and interfaces with Client’s Safety personnel.

**JOB DUTIES:** Include but are not limited to, the following duties: administration of the Triple “S” Industrial Corporation site-specific orientation, (this includes a lecture, followed by a retention test) and issuance of the employee handbook; perform Corporate and/or Client Safety Audits/Inspections and STA/JSA audits; institute and monitor Hazard Recognition programs; ensure that all the necessary PPE is readily available, utilized, maintained, inspected and employees are trained in the proper use of required PPE; perform and/or oversee the inspection of slings, electrical tools, PPE, fire extinguishers, ladders and all other associated safety equipment; ensure that all employees have current respiratory program certification and that proper protection is selected and maintained; conduct safety meetings weekly or more often if needed; purchase, inspect, track and maintain the proper safety equipment; assist the Safety Coordinator and/or Manager in compiling, reviewing and keeping records of Safety Task Assignment Sheets (STA’s), Audits, Confined Space Entry Records, Inspection Records, OSHA 300 logs, Observations and various training records; ensure that excavations conform to safety standards; perform and/or assist supervision and/or client personnel in conducting investigations into the cause and/or causes of incidents, Responsible for documenting the factors involved in the incident and instituting procedures to prevent recurrence and inform employees of findings and corrective actions taken; Assist injured personnel in receiving prompt medical attention and ensure that the best interest of the employee, the client and Triple “S” Industrial Corporation is considered; conduct and/or schedule training to keep employees current with applicable company, client and/or state and federal regulations; track the medical health of employees, such as audiograms, PFT’s, FIT test, as well as potential exposures to materials such as lead, benzene and asbestos; form, direct and participate on company and/or client safety committees; assist the Site Safety Manager, Corporate Safety Director and the personnel department in the enforcement of the Triple “S” Industrial Corporation Drug and Alcohol Program; Safety Coordinator may supervise one or more Safety Inspectors.

**EXPERIENCE REQUIREMENTS:** Minimum of one to five years as a Safety Coordinator. Majority of work experience should be directly related to the refining, petro-chemical or other industrial work setting.

**SPECIAL QUALIFICATIONS:** Must possess a certification as a NCCER CSST, a JSTA Certificate, Associates Degree in Occupational Safety & Health or other Accredited Safety Certifications. Must be trained and knowledgeable of OSHA regulations and enforcement of such regulations. Must be a highly motivated self-starter and possess excellent organizational skills; able to interface with workers, supervision and the Client.

**NATURE OF WORK ENVIRONMENT:** Some work will be performed in an outdoor setting or, on occasion, in properly permitted confined spaces. This includes, but is not limited to, refineries, petro-chemical facilities, docks, lay-down yards, equipment yards, storage facilities, tank farms, towers, vessels, heaters, pipe racks, steel structures, fabrication shops (both permanent and temporary), and other related facilities. Employee may expect to be required to work in extreme conditions: heat, cold, rain, high noise, dust, etc. Job requirements may also dictate that the employee be required to work scheduled and/or unscheduled overtime, including holidays and weekends. In addition, some jobs may require working at night. Employees may also be required to work in environments that require the use of fresh air breathing devices, respirators, full chemical suits or other special Personal Protective Equipment.

**PHYSICAL REQUIREMENTS:** The ability to verbally communicate alarms or warnings clearly, concisely, loudly and quickly, to clearly and quickly hear or otherwise sense alarms or warnings and take appropriate action, maintain equilibrium to prevent falling when moving, walking, standing, kneeling or crouching - particularly on narrow, uneven, irregular, slippery surfaces, going up or down ladders, stairs, scaffolding, ramps, poles or other objects using hands, arms, feet or legs. Moves about on hands and feet, bending the body downward and forward bending leg and spine - working in a bent over position. Sensing physical attributes such as size, shape, temperature, texture or sharpness of an object by touching. Foot agility and dexterity - operating pedals, foot controls, kick bars and other similar tasks that require foot or toe motion. Grasping, gripping or applying pressure to an object with the fingers and palm, holding an object in the hand. The ability to clearly and concisely perceive sounds, the ability to hear and understand detailed oral communications, the ability to hear warning signals and alarms given verbally and mechanically. Lifting, raising or lowering objects in a vertical direction, particularly heavy or bulky objects. Moving objects backward, forward, in or out in a horizontal direction, particularly heavy or bulky objects. Pulling, exerting a steady backward, downward, upward or outward force against an object - jerking, plucking, wrenching, stretching, towing, drawing, dragging or tugging objects in a sustained motion. Pushing, pressing against something with steady forward, downward, upward or outward force - shoving, pushing, compressing, squeezing, mashing, packing, pressing, jamming, compacting, or squashing objects in a sustained motion. Reaching, extending the hand(s) and/or arm(s) in any direction. The ability to see, read and understand written communications: including directions, instructions and warning signs, to see and distinguish colors, to visually distinguish shapes and patterns, to accurately sense distances (depth perception), to accurately see objects and detect motion at wide angles (peripheral vision). Bending the body downward and forward by bending the spine at the waist, using the lower extremities and back muscles and moving on foot, particularly for long distances.

**EMPLOYEE RESPONSIBILITIES:** Employees signature below affirms that the employee understands, agrees to, and will abide with, the following terms:

1. Employee is qualified and willing to perform duties as outlined in the sections titled “Job Description,” “Special Qualifications,” “Nature of Work Environment,” “Physical Requirements,” “Employee Furnished Tools,” “Employee Responsibilities,” and elsewhere.
2. Employee agrees to perform all work and conduct him/herself in accordance with all Triple “S” Industrial Corporation, client, and governmental safety guidelines, and work policies.
3. In accordance with the “Worker Readjustment Act”, the employee acknowledges that he/she is being hired for a temporary construction job. The employee also acknowledges that his/her employment may be terminated at any phase of this project, with or without cause, solely at the discretion of Triple “S” Industrial Corporation or its assigned representative(s).
4. Failure to disclose any condition that would prevent the employee from performing his/her assigned duties is grounds for immediate termination of the hire-in process or employment.
5. I understand and can perform this job with or without reasonable accommodation.