

Brunswick Electric Membership Corporation

Supply, North Carolina

Safety and Training Coordinator

Dept: Operations

Reports to: Manager, Safety

***FLSA Status:* Non Exempt**

***Effective/Revised Date:* 1/18/13;3/2016**

Organizational Relationships

CEO/General Manager

Manager, Safety

Safety and Training Coordinator

Performance Factor Levels:

Development/Learning Curve

Customer Focus	1
Teamwork	1
Innovation	1
Communication	2
Initiative	1
Quality Focus	1
Leadership	1

18 months

Position Purpose:

Under the guidance of the Manager, Safety, performs functions supporting, BEMC's system-wide safety programs as well as training and loss control services.

Essential Functions:

- 1 To assist in the development and, implementation and evaluation an effective safety program that will enable the Cooperative to attain and maintain the highest level of safety proficiency.
- 2 To keep informed of developments in job training and safety, hazardous materials requirements, OSHA regulations, National Electric Safety Code revisions, North Carolina Department of Transportation regulations, employee first aid, and other safety and regulatory requirements.
- 3 To provide expertise in the areas of work and electrical safety and regulations affecting the proper handling of materials regarded as hazardous or potentially hazardous.
- 4 To give open positive input and support to all management decisions and action taken.

Safety and Training Coordinator

- A. Assists in the development of the Cooperative's work plan and budget for safety related activities to reflect an appropriate level of corporate time and effort.
- B. Plans inspections and spot checks so that they will be most beneficial to the Cooperative.
- C. Provides a written report and analysis for the Supervisor of Safety explaining the results and findings of visits and recommended remedial actions.
- D. Makes announced and/or unannounced visits to each district as directed by the Supervisor of Safety.
- E. Keeps informed as to the latest safety information concerning OSHA, State, federal and local regulations, safety policies and safety programs. Provides written interpretation of OSHA and other safety regulations in a format that will assure understanding and uniformity in compliance.
- F. Keeps informed as to current and/or proposed regulations regarding the use of hazardous materials and assists in the recordkeeping
- G. Serves as an assistant resource person for safety and hazardous material to the employees of the Cooperative. Assists and coordinates a Spill Response Plan for the cooperative assuring EAP compliance.
- H. Provides information to the Cooperative on all accidents occurring on the system and in the utility industry along with preventive information. Assists and may direct accident investigations and completion of accident reports.
- I. Assists the Cooperative in its efforts to meet NRECA safety accreditation standards.
- J. Assists in, and develops uniform guidelines for the inspection of work areas and equipment to insure compliance with all applicable work, safety rules and practices.
- K. Plans safety committee meetings for the Cooperative, may conduct meetings.
- L. Assists in the development of necessary forms and tracking systems along with required completion date to assure proper documentation of safety activity.
- M. Assists in the implementation of the Federal Motor Carrier Safety Regulations for the Cooperative including written and driving tests, insures the proper inspections are performed to meet the requirements.
- N. Ensures all required inspections are being conducted on all safety related equipment as well as BEMC's vehicles. Confirms the inspections are conducted as required and proper recordkeeping is being conducted.
- O. Investigates liability claims
- P. May direct or conduct CPR/First Aid training and any other mandated training.
- Q. Carries out such other activities as may be required to accomplish the position objectives.

Other Duties:

1. Detect faulty operations or materials and report all unusual conditions to manager.
2. Follow safety procedures and keep work area clean and orderly.
3. Perform other similar or related duties as assigned.
4. Valid NC Commercial Driver's License
5. CPR/First Aid Instructors Certificate

Safety and Training Coordinator

Authority:

Has full authority to carry out the above responsibilities and others as delegated by the Supervisor of Safety. This authority includes the authority to stop any job or function that he/she believes jeopardizes the safety of the employees or personnel contracted by the Cooperative.

Physical Demands:

Physical effort required to inspect job sites, crews, vehicles and facilities. Must have the physical ability to teach all aspects of line construction (i.e. climbing, bucket operation).

Mental/Visual Requirements:

Frequent visual attention and manual dexterity required to conduct safety meetings and inspections on facilities, vehicles and crews.

Environmental Conditions:

Office and outside field work with some exposure to varying, sometimes severe, weather conditions.