



REGIONAL SAFETY COORDINATOR

This position will report to our location in Stallings, NC. The hours are M-F, 7:00 am - 3:30 pm.

Responsibilities:

The Regional Safety Coordinator is a newly created position due to growth. The Regional Safety Coordinator will devise, implement, and enforce all safety policies and procedures across our five Distribution locations. This includes creating, implementing, and executing a comprehensive safety program, training sessions for forklift operators, establishing and facilitating a Safety Committee, and ensuring all employees know and adhere to safety protocols. The Regional Safety Coordinator will also collaborate with management to identify and mitigate safety risks and investigate accidents and incidents.

- Create, develop, and implement a comprehensive safety program that meets or exceeds all applicable OSHA, DOL & Work Comp standards, et al.
- Create, implement, and communicate an ongoing project plan with all stakeholders to achieve and maintain the comprehensive safety program.
- Scope of work:
 - At corporate headquarters in Charlotte, NC, and the four branch distribution locations: Raleigh, NC; Charleston, SC; Knoxville, TN; and Indianapolis, IN.
 - All operations, sales, and administrative functions performed at distribution locations and in the field, which includes construction job sites.
- Create a Safety Policy and Procedures manual.
- Create a safety team with a point of contact in each distribution facility and representation from the administrative function and management.
- Implement safety procedures, utilizing change management techniques and communication skills to attain buy-in from management and associates.
- Company Contact to the DOL, OSHA, and Work Comp Provider in North Carolina, South Carolina, Tennessee, and Indiana.
- Conduct forklift operator training and certification.

- Provide safety training to all employees.
- Identify and mitigate safety risks.
- Investigate accidents and incidents.
- Maintain safety records and reports.
- Work with management to ensure all safety policies and procedures are followed.
- Travel requirement – 35%; 1-2 overnights/week at the four remote distribution locations.

Qualifications:

- Associate degree in a related field or relevant experience.
- 5+ years of experience in a safety-related role.
- 5+ years of Project Management
- Ability to travel to four distribution sites, primarily by personal vehicle.
- OSHA 30-hour certification.
- Ability to create and implement a Safety program.
- Forklift operator and master trainer certification.
- Excellent communication and interpersonal skills.
- Strong MS Office and PC skills. Ability to write procedures and effective email communication. Ability to create file structures and maintain a comprehensive database accessible to all necessary parties.
- Ability to work independently and as part of a team.
- Strong attention to detail.

Compensation and Benefits:

- Competitive salary and benefits package includes PTO, Holiday pay, 401K match, Health Insurance, gas card, and vehicle allowance.
- Opportunity to work for a growing company with a strong commitment to safety.
- Positive impact on the health and safety of our employees and customers.