



*Absolute Performance . . .*

***IRBY Construction Company***

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*Street Address:*

*318 Old Highway 49 South*

*Richland, MS 39218-9449*

Job Title: Safety Coordinator

Job Classification Code: 321120

Revision Date: August 17, 2020

**Position Overview**

Employees in this personnel classification should possess a minimum of three (3) years of experience in the Safety and/or Training field and a minimum of five (5) to ten (10) years of continuous Electric Transmission and/ or Substation construction and maintenance experience. Such an employee should also have in depth knowledge of all applicable OSHA codes and standards.

**Duties**

- Measures Field Managements work to ensure that it is being performed safely according to specifications.
- Adheres to all Company Safety, Health and Human Resource Policies while in the course of conducting Company business.
- Observe employees at work and document both positive and constructive feedback on safety behavior using electronic company forms.
- Compile electronic crew observation forms, vehicle and equipment forms and submit electronic documents to project supervision and the corporate safety department at required intervals.
- Ensure inspection on equipment, tools, vehicles, working conditions and procedures are being performed for the safety of employees engaged in the construction and maintenance of Electric transmission lines and substations.
- Inspect all Personal Protective Equipment that could include climbing equipment, fall protection equipment, rubber and plastic insulating equipment, etc.
- Removes from service any defective equipment, or equipment not meeting safety requirements.
- Inspect all rigging equipment, rigging practices,
- Use as a guide all appropriate federal, state and company manuals to determine regulatory and policy compliance.

***Power Line and Telecommunication Contractors***

## Safety Coordinator Job Description (continued)

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- Inspect facilities, vehicles and equipment to ensure the presence of required firefighting equipment, first aid supplies required safety equipment and placards, signs, warning labels and current inspection labels.
- Coordinate with customer representatives, insurance carrier loss consultants and federal or state agencies to perform site inspections.
- When safety policy noncompliance or unsafe behavior is observed, correct issues and report to Superintendent or Project Management.
- Coordinate with project supervision to develop a project safety committee and act as the facilitator on that committee.
- Coordinate with project supervision to schedule weekly project safety meeting, daily job briefing and tailgate safety meeting as needed.
- Work in conjunction with project safety committee to investigate safety violations, accidents and near miss incidents, determine root cause of accidents, and coordinate with project and senior management to develop corrective and/or preventative measures.
- Performs job hazard analysis to determine site specific hazards and coordinate with all levels of project supervision to eliminate, guard and protect employees, customers and the general public from recognized hazards.
- May work in storm restoration operations to rebuild and/or repair damaged power systems.
- May attend training classes or seminars to gather knowledge of new processes, safety regulations and/or refresher training.
- May be required to travel and/or temporarily relocate as work requirements demand.

### **Minimum Qualifications**

- Three (3) years of Field Safety/Training preferred but not required
- Five (5) to ten (10) years of continuous 69kV and up Electric Transmission and/or Substation construction and maintenance experience preferred but not required
  - Previous direct supervision or leadership roles may be substituted for experience
- Safety certificates preferred but not required: CHST, CUSP, OSHA 500
- Knowledge of OSHA 1926 standards and regulations preferred but not required
- Excellent communication skills both verbal and electronic
- Computer based skills required; Microsoft Outlook (email), Excel Spreadsheet, Word, TEAMS, Electronic phone or tablet APPS
- Knowledge and/or application of Behavior Based Safety preferred but not required
- Ability to work with limited or no direct supervision.
- Ability to travel and /or temporarily relocate as work requirements demand.

***Power Line and Telecommunication Contractors***

## Safety Coordinator Job Description (continued)

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### **Physical Qualifications**

- Lifting and handling materials up to 60 pounds unassisted.
- Walking and working across uneven terrain.
- Climbing on and off large trucks and equipment.
- Exposure to hot and cold weather conditions.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.