



**Job Title:** Safety Coordinator

**Date:** January 2024

**Department:** VV Org

**Location:** Pala/Alambre

**Reporting Supervisor:** Director of Facilities

**Pay:** \$20/hr. - \$24/hr.

**Direct Reports:** None

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**JOB OVERVIEW:** This position is primarily responsible for safety, but also includes multiple duties and responsibilities in the areas of maintenance and transportation. The employee will understand and maintain reports and records to meet licensing standards governing adult day care centers. It is important that this employee understand the role of the department and how it contributes to the overall success of Vocational Visions.

Safety duties include planning, implementing and overseeing company's employee safety at work. The main duty is to ensure that the company is in compliance and adheres to the Occupational Health and Safety (OHS) guidelines to reduce work-related injuries. This role also conducts safety trainings and orientations to promote safety codes.

**ESSENTIAL DUTIES:**

- Implement and follow safety plans on a daily basis
- Advise, lead and educate employees on various safety-related standards and expectations
- Provide recommendations for improving safety in the workplace
- Review existing health and safety policies and procedures
- Adhere to all rules and regulations
- Enforce preventative measures
- Check if all employees are adhering to rules and regulations
- Oversee workplace repair, installations and any other workplace safety hazards
- Attend safety walks and inspections on a quarterly basis
- Monitors SOS sheets are in place and in respective area
- Oversees monthly safety meetings with participants and staff
- Other duties as assigned

**SAFETY**

- Research Monthly Safety topics.
- Research Monthly Safety Video matching topic.
- Print Handouts
- Host meeting

## **DRILLS**

- Host drill accordance with the schedule.
- Fire drill
- Bomb threat drill
- Great shake out drill
- Utility drill example Pipe burst water drill, gas leak drill, power outage drill.
- Medical Emergency drill
- Violent and other Threatening Situation drill
- Rehearse the drill
- Complete the drill with a report

## **QUARTERLY COMPANY TRAININGS**

- Ladder Safety Basics training
- Stryker Chair Training
- Hands on Lifting Technics
- Fire Extinguisher Training
- Agenda/Sign in sheets/Handouts/Videos

## **BUILDING INSPECTIONS**

- Quarterly building inspections
- Person served and staff walk the building completes the checklist and completes the recommendations section

## **PROPERTY FIRE EXTINGUISHERS**

- Inspect the fire extinguisher
- Make sure gage is on green
- Sign the tag

## **PROPERTY WATER TEMPERATURES**

- Weekly water temperature inspections
- Hot water should be 105F and no greater than 115F.
- Hot water should be 105F in less than 2 minutes

## **FACILITATE IN TRANSORTATION**

- Making sure company vehicles are equipped with emergency supplies.
- Collect end of the month vehicle mileage/gas receipts
- Respond to company vehicle accidents

## **SKILLS:**

- Strong organizational, problem-solving and critical-thinking
- Team player
- Computer proficient
- Ability to treat staff fairly and show respect to co-workers in all department

## **QUALIFICATIONS:**

- 18 years of age or older
- High School Diploma or equivalent
- Valid California Driver's License
- Properly registered and insured vehicle
- Knowledge of safety processes and policies

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Standing and sitting
- 90% of work schedule is spent on one's feet (**Essential**)
- Kneeling, squatting, bending, lifting and twisting
- Finger dexterity
- Reaching, pulling and pushing
- Lift, move, push and pull over 75 pounds

**JOB SPECIFICS:**

- Full-time
- Monday – Friday
- 8:00am – 4:30pm
- On-Site at our Alambre Building and Pala Building
- CDC Compliant, including company specific requirements: TB Testing/Drug Testing/Background Checks/Physicals
- Willingness to complete and provide assistance using CPR/First Aid/AED
- Other training as required
- \$20.00/hr. - \$24.00/hr., depending on experience
- Website: <http://www.vocationalvisions.org/>

**BENEFITS:**

- Medical, Dental, Vision, Life, AD&D
- CalSavers Plan
- Tuition Reimbursement
- EAP
- Referral Program
- PTO/Sick Leave