**Job Responsibilities and Qualifications**

**SITE SAFETY COORDINATOR**

**Primary Responsibility:**

Monitor and report on all aspects of Workplace Health and Safety activities at CRS construction sites.

**Specific Job Responsibilities**

* Maintain a thorough knowledge of the Workplace Health and safety requirements for all CRS projects and ensure requirements are part of the engineering package for bid solicitation and contracting.
* Attend regular monthly meetings to summarise all aspects of safety and provide special awards/rewards to workers.
* Prepare updates for the Workplace Health and Safety clauses in the CRS contract documents as required or as directed by the Project Manager.
* Review CRS Construction Contractors safety plans and ensure that they comply with CRS guidelines. Maintain a file for each current contractor’s safety plans.
* Arrange First Aid workshops and presentation of certificates for staff and CRS Field engineers.
* Present Workplace Health and Safety workshops to Contractors staff and CRS Field Engineers during the progress of contracts. Prepare and issue certificates of attendance at workshops.
* Evaluate performance and provide critical feedback to the Contractor and CRS staff regarding compliance with CRS safety standards.
* During site visits conduct the following:
* Carry out a thorough site safety inspection.
* Present a detailed verbal report of the inspection findings at that meeting.
* Advise the contractor that they will be required to prepare and forward a written response to the Project safety Coordinator’s report and to rectify any matters of concern.
* Inspect the site office accident report book and ensure that it is being used to record all incidents in detail.
* Inspect the emergency phone numbers list and ensure that it is current and relevant. Discuss emergency action in case of accident.
* Inspect all electrical tools and equipment and issue a report on condition and action to be taken.
* Inspect first aid kit.
* Monitor and provide written comment to the Contractor and the Project Manager on the quality and value of the safety topic that is presented at the weekly safety meetings by the Contractors representative.
* Inspect the Project safety review and check sheet that is prepared by the CRS field engineer each week and make comment in the open meeting on any incidents of concern.
* Instruct the contractor to record and distribute minutes of that meeting, ensuring that a copy is provided to CRS.
* Take appropriate action to rectify incidents that present danger to the workers on the site or occur regularly, as indicated by the check sheets.

**Qualifications:**

* Bachelors Degree in Civil Engineering, Construction Management, Occupational Safety & Heath, or related degree. Relative field experience will be considered in lieu of a degree.
* Strong leadership and management skills with proven track record of successful teamwork. A minimum 5 years of experience in construction, occupational health & safety, or project management including a minimum of 2 years of supervisory experience.
* Experience in and a good working knowledge of all aspects of Workplace Health and Safety in the construction industry in Indonesia, are an asset.
* Excellent verbal and written communication skills.
* Ability to write reports, and procedure manuals and effectively present information and respond to questions from managers, counterparts, Government representatives, regional CRS staff and Baltimore HQ staff.
* Proficient in MS Office applications (Word, Excel, Outlook Access– and ideally MS Project).
* Fluency in English (both oral and written skills).
* Self-reliance and an ability to work in a challenging and demanding environment.