



Job Title: OHS Coordinator

Company: B&S Site Development LLC.

Location: Various Locations

Reports to: OHS Manager, OHS Ops Manager

Job Overview:

We are looking for an enthusiastic and detail-oriented site-level OHS Coordinator to join our team in the site development industry. This position is ideal for someone passionate about promoting a safe work environment, eager to learn, and ready to grow within the health and safety field. The OHS Coordinator will help in implementing, monitoring, and maintaining safety protocols across the construction site(s) to ensure compliance with industry regulations and company policies.

Key Responsibilities:

- **Safety Inspections:** Conduct weekly site safety audits and inspections to find hazards, unsafe practices, or violations of safety regulations.
- **Monitor Compliance:** Help ensure that all employees and subcontractors are following health and safety guidelines and company safety policies.
- **Incident Reporting and Investigation:** Assist in reporting, investigating, and documenting incidents, near-misses, and workplace accidents. Help prepare reports and suggest corrective actions to prevent recurrence.
- **Provide Safety Training Support:** Assist in organizing and delivering safety training sessions for employees, including topics such as hazard recognition, personal protective equipment (PPE) usage, and emergency response procedures.
- **Maintain Safety Documentation:** Help keep up-to-date records of safety meetings, training logs, incident reports, and safety audits.
- **Promote Safety Culture:** Actively take part in safety meetings, near-miss program, and toolbox talks to promote a strong culture of safety awareness among workers and management. Support all other company initiatives.
- **PPE Monitoring:** Ensure proper use, availability, and condition of personal protective equipment on-site. Aid in distributing PPE when necessary.

Qualifications:

- A Bachelor's degree in occupational health and safety is preferred.
- 1-4 years of Experience
- Self-Motivated and On Time.
- OSHA 510 Preferred
- OSHA 30 Construction Required
- Site Development Construction Experience Preferred
- Basic knowledge of OSHA standards and construction safety regulations.
- Effective communication and people skills.
- Bilingual (Spanish) Preferred but not required.
- Willingness to learn and work in a fast-paced construction environment.
- The ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is a plus.
- Open to relocation is preferred but not required.