



Safety & Compliance Coordinator

Classification: Non- Exempt
Schedule: 40-hour workweek

Location: Houston, TX
Reports to: Quality Manager

POSITION SUMMARY

The Safety & Compliance Coordinator is responsible for overseeing and ensuring the company's operations and activities meet all quality, safety, health, environmental, and regulatory compliance standards. This role will work closely with the Quality team to develop, implement, and maintain facility quality and safety programs, document control programs, conduct regular audits, provide training, and ensure adherence to local, state, and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Quality Program Management:**

- Work with Quality team to implement and maintain the facility Quality systems to include ISO 9001
- Conduct internal audits to ensure compliance with facility Quality Systems & ISO 9001
- Maintain facility documentation system to ensure compliance with ISO 9001.

- **Safety Program Management:**

- Develop, implement, and maintain comprehensive safety programs to ensure workplace safety and regulatory compliance.
- Conduct regular safety audits, inspections, and risk assessments to identify potential hazards and areas of improvement.
- Ensure compliance with OSHA, EPA, and other relevant local, state, and federal regulations.

- **Training & Education:**

- Design and deliver safety & quality training programs for employees at all levels, ensuring proper understanding of safety & quality protocols and procedures.
- Maintain accurate records of employee certifications and training sessions.

- **Regulatory Compliance:**

- Stay up-to-date with safety regulations and best practices, ensuring the organization remains compliant with industry standards.



- Prepare and submit safety-related reports, records, and documentation to regulatory authorities as required.
- Manage the company's environmental health and safety (EHS) policies and maintain appropriate documentation.
- **Incident Investigation & Reporting:**
 - Investigate accidents, near misses, and unsafe conditions to identify root causes and recommend corrective actions.
 - Prepare reports on safety incidents, trends, and outcomes for senior management.
 - Lead the corrective and preventive actions process to resolve any safety issues or non-compliance.
- **Collaboration & Communication:**
 - Work closely with department heads and managers to promote a safety-conscious culture within the company.
 - Serve as the main point of contact for any safety-related inquiries or concerns from employees.
 - Provide regular updates and feedback to leadership on safety performance, compliance status, and improvement initiatives.
- **Continuous Improvement:**
 - Identify areas for continuous improvement within safety processes and implement strategies to enhance overall safety performance.
 - Lead safety meetings, ensuring open communication and participation in safety discussions.

SUCCESS METRICS

- **No Major Non-Conformance Quality Issues :** No major non-conformance issues identified from ISO 9001 audits.
- **No Major Non-Conformance Safety/Regulatory Issues :** No major non-conformance issues identified from any State, Federal, or Regulatory agencies.



Qualifications:

- Bachelor's degree in Occupational Safety, Environmental Health, Industrial Hygiene, or a related field (preferred).
- 2+ years of experience in a safety, quality or compliance role.
- Certifications such as OSHA 30-Hour, First Aid/CPR, or equivalent are highly desirable.
- Knowledge of Quality/ISO systems.

☐ **Knowledge & Skills:**

- In-depth knowledge of OSHA standards, safety protocols, and environmental regulations.
- Strong ability to conduct safety/quality audits, risk assessments, and hazard analyses.
- Excellent communication, interpersonal, and organizational skills.
- Ability to manage multiple projects and prioritize effectively.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).

Physical Requirements and Environmental Conditions:

- Physical stamina and dexterity including the ability to stand and walk up to 8 hours a day, climb, kneel, crawl, sitting, bend at waist or squat
- Ability to sit for long periods at a time
- Able to lift, push, and pull up to 50 lbs.
- Manufacturing/Machine Shop

All qualified applicants receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.