

# PART TIME SAFETY COORDINATOR

We are looking for an experienced and responsible Part Time Safety Coordinator to join our team. As a Safety Coordinator, you will be responsible for facilitating compliance with occupational health and safety (OSHA) guidelines. Your main goal will be to always ensure safe working environment and prevent any injuries and accidents. Annual salary not to exceed \$5,000.00

## Safety Coordinator duties and responsibilities

### Plan and implement OHS policies and programs

- Advise and lead employees on various safety-related topics
- Review existing policies and procedures
- Conduct risk assessment
- Enforce preventative measures
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees' safety

## Safety Coordinator requirements and qualifications

- Experience as a Safety Coordinator or similar role
- Excellent knowledge of potentially hazardous materials or practices
- Experience in producing reports
- Experience with writing policies and procedures for health and safety
- Working knowledge of safety management information system
- Organizational skills
- Good time-management skills
- Communication skills

Send resume (email, hand-delivered or mail) and employment application on our web site at: to: Ryan Giles, Administrator Borough of Brooklawn email: [boroclerk@brooklawn-nj.com](mailto:boroclerk@brooklawn-nj.com) Deadline to submit is: February 20, 2026. Questions, please call 856-456-0750 x 106

