

LIBERTY LIFT SOLUTIONS

Job Description: Safety Coordinator



Division/Department	Corporate
Location	Bakken/Rockies Region
Job Title	Safety Coordinator
Reports to	US Corporate Safety Manager

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Nonexempt

POSITION SUMMARY

Safety Coordinator will help minimize risk and support safety procedures for the Bakken and Rockies Basins. Will be based out of our Dickinson or Williston, ND location. This position will promote and support the safety expectations and standards of Liberty Lift. Candidates should have knowledge and 3 to 5 years of relevant experience with OSHA, DOT and EPA regulations, specific to oil and gas operations, and stay current with changing policies. To ensure the safety of our employees, this position will train employees on health and safety procedures, as well as maintain OSHA and DOT files as required. The role will require some travel to the field via Company vehicle. Position is eligible to participate in all benefit programs established for Liberty Lift Solutions, including Medical, Dental, Vision, Life, Short Term and Long-Term Disability, 401K Plans, and PTO.

RESPONSIBILITIES

- Promote and support Liberty Lift Solutions' safety expectations and standards.
- Assist and support management in their safety roles as a Manager/Supervisor.
- Train/coach personnel in key safety processes such as JSAs, Lockout -Tag Out, Hot Work Permits, Fall Protection, Rigging, Hazard Recognition and Behavior Based Safety Observations.
- Attend, participate and engage as needed and requested in operational and safety meetings both internally, with customers.
- Assist or conduct safety, health and DOT training with supervisors, shop and field personnel.
- Facilitate and participate on your own and/or with supervision inspecting facilities, field work sites and safety equipment for compliance with OSHA, State, Company rules, regulations and guidelines.
- Facilitate the inspection of key safety equipment such as PPE, Fall Protection and Rigging.
- Participate in incident investigations of injuries, vehicle and environmental mishaps.
- Assist operations as needed to remain customer focused.

QUALIFICATIONS

- Have a positive "can do" attitude.
- Be well organized and process oriented.
- Have and promote communication and conversation skills centered around safety.
- Have basic knowledge of the oil and gas industry, including oilfield service and artificial lift – pumping units, hydraulic jet pump and gas lift.
- Have a knowledge base of applicable OSHA, DOT and EPA state and federal regulations as they apply to oil and gas operations.
- Basic computer and computer systems knowledge and skills

COMPETENCIES

- Professional Maturity
- Communication
- Flexibility
- Customer Focus and Service
- Collaboration and Partnership
- Attention to Detail
- Teamwork
- Responsibility
- Time Management
- Ability to Work Under Minimal Supervision
- Job/Technical Knowledge
- Problem Solving
- Integrity and Respect
- Accountability

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands: This job is a mostly sedentary role; however, moderate physical activity is occasionally required to stand, walk, sit, reach, carry, pull, lift or otherwise move objects up to 25 pounds. Employee is required have specific vision abilities which include close and distant vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Employee is also required to talk and hear.

Work Environment: This job operates in a professional office environment. The noise level is moderate and in a well-lit area. This role routinely uses standard office equipment such as computers, phone, printers, photocopiers, filing cabinets, and fax machines. This position may encounter overnight traveling.

EMPLOYEE ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the essential job duties and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the essential functions of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Date

Employee Signature