



Coordinator I – Safety (3-Year Temporary)

Definition and Purpose

Under the direct supervision of the Director – Business Services, with dotted-line accountability to the Director – Facilities Management for facility-related safety matters, the Coordinator I – Safety is responsible for overseeing the day-to-day administration of ASI's safety programs. This includes ensuring compliance with safety regulations, managing safety training, conducting risk assessments, and maintaining safety-related records. Certain non-specialized Coordinator duties and assignments are fluid and are periodically reviewed and revised based on program philosophy, professional development, and staff needs.

Additionally, all ASI employees are responsible for upholding the core values of the organization including but not limited to exhibiting professional behavior, acting as a role model to others, displaying a positive and cooperative attitude, communicating effectively, developing expert knowledge in area of specialization, and working together as a team.

Educational and Qualifying Experience, Skills, Licenses, Credentials

Educational/License/Credential Requirements

- Graduation from a four-year college or university (8 years applicable experience may be substituted for educational requirement).
- Current American Red Cross certification in the following: Adult CPR, AED, and First Aid is required within 60 days of hire, training funded by ASI.
- Current American Red Cross Instructor certification in the following: Community First Aid and Safety, and CPR-Professional Rescuer is required within 60 days of hire, training is funded by ASI

Experience Requirements

- Minimum three (3) years' experience, five (5) years preferred that demonstrates the ability to perform the essential functions of the job.
- One (1) year of professional experience in safety, risk management, or compliance, including training or advising on safety protocols.
- Minimum two (2) years' experience coordinating safety programs, conducting risk assessments, or developing emergency preparedness initiatives.
- Experience in budgeting and fiscal management.
- Supervisory experience required.

Knowledge/Skill Requirements

- Working knowledge of correct English grammar, spelling, and punctuation.
- General knowledge of office methods, equipment, procedures, and practices.
- Knowledge of Windows-based computer systems.
- Ability to effectively communicate both orally and written; strong public speaking ability.
- Demonstrated skills in group supervision/leadership.
- Ability to gather and analyze data in order to draw valid conclusions and make appropriate recommendations.
- Excellent organizational skills and the ability to coordinate multiple projects and meet deadlines.
- Comprehensive knowledge of safety standards, procedures, risk assessment and mitigation.
- Working knowledge and understanding of financial record-keeping methods, procedures, and practices.
- Awareness of industry best practices in safety, compliance, and risk management.
- Working knowledge of training and compliance practices related to safety, risk, and emergency preparedness.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere.

- Ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds, specific needs, or limitations.

Supervisory Responsibilities

- Directly supervise Safety Student Assistants and Safety Instructors.
- Facilitate meetings, conduct performance evaluations, establish goals, and monitor day-to-day operations.
- Train employees in essential duties, customer service and risk management.

Essential Duties and Responsibilities

Safety Training

- Ensure compliance with all required safety training regulations applicable to ASI.
- Research and interpret Cal-OSHA standards, ensuring they are reflected in the ASI Safety Training Matrix.
- Maintain ASI Safety Training Matrix and recommend updates as needed.
- Develop Learning Paths based on position referencing the ASI Safety Training Matrix and work with ASI Human Resources to implement through Vector Solutions.
- Identify and create custom training modules in Articulate or other training content creation systems
- Instruct safety courses.
- Track and monitor safety training completion in Vector Solutions, ensuring accuracy of records. Notify supervisors of staff who have not completed training within the expected timeframe and generate reports for compliance purposes.
- Ensure accuracy of current staff rosters in Vector Solutions in conjunction with ASI Human Resources.
- Plan, coordinate, and publish a schedule of safety training courses for ASI employees and the campus community. Manage course reservations and ensure training offerings align with identified needs.
- Coordinate and implement First Aid/CPR certification classes for ASI employees and the campus community.
- Develop an instructor pool of qualified, knowledgeable trainers to supplement online courses.
- Develop a reliable method of tracking attendance at safety training, updating the central tracking platform within 48 hours of a training session completion.
- Develop, distribute and track monthly safety training topics.
- Conduct job hazard analysis to assess training needs for specific roles.
- Oversee Hepatitis B/Blood Borne Pathogens Management/Training.
- Implement PESA (Practical Emergency Scenario Assessment) training.

Safety Committee

- Serve as the Chair ASI Safety Committee with overall responsibility to ensure compliance with Safety Committee regulations per Cal OSHA.
- Facilitate regular Safety Committee meetings and ensure follow-up on action items.
- Prepare and submit regular reports to ASI management on safety committee activities.

Facility/Program Safety

- Ensure risk assessments are completed for any activity that requires PPE (Personal Protective Equipment).
- Conduct regular facility inspections and recommend remediation as needed.
- Monitor and maintain first aid supply inventories.
- Manage AED inventory, test AED devices, and plan for new purchases when necessary.
- Ensure compliance with seismic safety regulations and conduct periodic drills.
- Maintain and regularly update Safety Data Sheets (SDS) and instruct staff on proper usage.
- Oversee fire safety compliance, including the testing and maintenance of alarms and sprinkler systems.
- Manage State Fire Marshall inspections and address required modifications.
- Perform ergonomic assessments and make recommendations for workspaces.
- Develop and maintain protocols for chemical safety, including handling and disposal.

Manuals & Plans

- Maintain Injury Illness Prevention Plan (IIPP) and update regularly.
- Maintain Heat Illness Prevention Plan and ensure proper training in high-risk areas.

The Associated Students, Inc. is an Equal Opportunity Employer.

- Maintain Workplace Violence Prevention Plan and ensure de-escalation training is provided.
- Maintain COVID-19 Prevention Plan in line with CDC and Cal-OSHA guidelines.
- Maintain Business Continuity/Emergency Response Plan and coordinate drills with relevant stakeholders.
- Ensure that emergency response plans are integrated with campus and community systems (fire, police, medical).

Compliance and Reporting

- Manage Worker's Compensation Claims and ensure timely filing of reports.
- Oversee Cal-OSHA recordkeeping requirements, including OSHA 300 logs and required postings.
- Conduct evacuation drills and report results to management and campus risk departments.
- Report injuries requiring emergency response to Campus Risk Management.
- Report incidents involving Police or Fire Department response to Campus Risk Management.
- Ensure proper reporting of worker's compensation claims and other safety incidents to Campus Risk Management.
- Report incidents involving minors to Campus Risk Management and ensure compliance with child safety policies.
- Develop and maintain safety performance metrics to track incidents, near misses, and improvements.
- Present safety reports to management, highlighting trends, recommendations, and compliance statuses.

Other Duties

- Consult with high-risk programs and events to ensure safety plans and protocols are in place (e.g., Poly Escapes, Craft Center, Recreational Sports, Rose Float).
- Conduct event risk assessments and provide recommendations for safety enhancements.
- Coordinate with third-party vendors or contractors on safety protocols and procedures.
- Ensure that event staff are properly trained in safety procedures relevant to their role.
- Serve as a member of the Cal Poly Emergency Operations Center.
- Collaborate with supervisors to assign Building Emergency Response Coordinator (BERC) assignments.
- Serve as the primary point of contact for emergency situations related to ASI facilities or events.
- Work with local fire, police, and emergency medical services to plan and execute emergency preparedness initiatives

Assessment

- Develop and execute assessment of programs and/or services for areas of responsibility including, but not limited to, setting and implementing goals, evaluating outcomes, and ongoing enhancement.
- Participate in the overall ASI assessment planning and goal setting.

Diversity and Inclusion

- Recommend and support practices intended to eliminate racial, gender, or any other form of bias in processes, policies, and procedures.
- Demonstrate awareness of one's own biases, comfort levels, and various aspects of diversity, equity, and inclusion (DEI).
- Demonstrate effort to understand each person's individual and collective role in creating inclusive environments.
- Commit to continuous learning/improvement in DEI and cultural competence.
- Work with director to review department's policies, procedures, & practices related to DEI and participate in addressing barriers identified.
- Collaborate with campus partners to provide events that support and promote diversity and inclusion.

Other Duties and Responsibilities

- Represent ASI on committees as appropriate.
- Attend and participate in meetings as necessary.
- Ensure continuous professional development.
- The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in ASI policy as a condition of their employment.
- Other duties as assigned.

Background Check

This position is subject to a background check (including criminal records) as well as National Address Locator (Social Security Number [SSN] Trace), 7-year County Criminal Search in each county and/or state the applicant lived in based on the SSN Trace, National Criminal Database Search, Name Search, Employment Verification (All employers in past 7 years) and Education Verification (Highest Degree). Credit Reports, Motor Vehicle Record Check and Professional License Verification may also be required based upon the essential functions of the position.

Salary Schedule

- Annual Pay Range: \$78,139.31 - \$125,022.90
- Annual Starting Salary: \$78,139.31
- Premium Overtime: No
- Shift Differential: No
- Exempt

Benefits

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Disability Insurance
- Public Employees' Retirement System (CalPERS)
- Social Security (FICA)
- Paid State Holidays
- Vacation Time
- Sick Leave
- Personal Holiday
- Birthday Holiday
- Workers' Compensation Insurance
- Unemployment Insurance

Date of Last Equity Review: 1/2025

Date revised: New as of 2/14/2025

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