

## SafetySpecialist

### SUMMARY

The Safety Specialist position promotes the continuation of a safe, accident free and healthy work environment. This individual will uphold the standards and expectations set by the Company and is responsible for contributing to the overall success of the safety functions. He/she will work across a variety of functional groups. Will be an inventive problem solver who is capable of working through technical challenges and employs realistic solutions. This position reports directly to the Director of Human Resources and Safety.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must have previous safety leadership experience in a mfg. environment
- Develops and enforces OSHA and OSH policies
- Leads safety committee team meetings and processes
- Supervises employee activities and inspects company equipment and property to ensure compliance with health and safety standards
- Keeps records of safety-related incidents and proposes corrective actions
- Handles accident reports, makes sure records are properly filed and identify strategies for preventing future accidents. Directs accident investigation procedures.
- Organizes and conducts pertinent training to inform employees of company health and safety plans while promoting safe practices
- Provides advise on provisions to minimize safety risks
- Develops company health/safety plans & policies; creates 'Toolbox Talks' and manages programs that ensure safe working conditions
- Collaborates with managers and employees to monitor compliance and identify safety issues
- Provides rapid response to complaints and recovery from safety related issues or problems
- Intervenes in unsafe activities or operations
- Communicates with and reports to official regulatory bodies on safety matters
- Must have experience as a First Responder in a mfg. environment
- If called on, ability to work flexible shifts and, if required, be on-call.
- Occasional travel for business purposes to other locations (TX and MN)
- Carries out departmental objectives consistent with corporate strategic goals
- Builds positive working relationships both internally and externally
- Fosters a team-based environment to accomplish company goals
- Maintains working relationship with the Company's Union
- Ability to follow verbal and written instructions with minimal supervision
- Maintains safe and clean work environment
- Complies with all company rules, safety policies and procedures
- Ability to multi-task and continually prioritize tasks to be completed as required.
- Ability to work in a fast-paced environment with a sense of urgency, attention to detail and accuracy
- Self-starter: able to work independently, as-well-as with others, as needed
- Good attendance is vital
- Other duties as assigned
- **IMPORTANT:**
  - Any employee who does not understand any portion of the job description for this position needs to bring that fact to their manager's attention so they can provide further work performance or safety instructions, as needed.
  - This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities which are required of the employee for this job. Duties, responsibilities, and activities may change, at any time, with or without notice.

### SUPERVISORY RESPONSIBILITIES

- This job has supervisory responsibilities for the department's Safety Tech.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Skills must include business related computer literacy, analytical problem solving, excellent verbal and written communication, and multi-task-oriented skills.

- ***“Outside the box” thinking required, excellent communication and advisory skills***
- Proficient in MS Office, MS PowerPoint, Excel
- Must have previous safety leadership experience in a manufacturing environment with proven experience as a Safety Coordinator or similar position
- Excellent communication and organizational skills are an absolute must
- Must be able to speak and train in front of a group containing from approx. 5 to 100 individuals
- Willingness to brainstorm with dynamic company teams
- In-depth knowledge of OSHA and OSH guidelines and practices
- Experience in reporting and developing policies; implementing OSHA and OSH training programs

### EDUCATION AND/OR EXPERIENCE

- Occupational safety, engineering, and industrial hygiene are some preferred fields of education. Associate’s or Bachelor’s Degree with a minimum of (3-5) three to five-years related experience and/or training or an equivalent combination of education and experience.
- Responsibilities include but are not limited to providing required employee and compliance training and processes; developing and distributing educational materials; inspecting company facilities and recommending corrections or additional precautions to ensure compliance to established regulations.
- This role is a combination of understanding legal safety requirements and setting standards for the company’s workforce. The coordinator’s knowledge is used to help train employees to understand safety practical procedures and compliance requirements. It is also their duty to monitor working conditions and ensure rules are being followed, using methods such as doing floor checks or quizzing employees about their knowledge of the rules.
- Should an accident/incident happen, this role would lead the First Responder team. In the event of problems, it is the coordinator’s job to file reports, so the issues may be fixed. Safety coordinators must also take precautions against emergencies by setting up response plans to deal with fires or other hazards, as-well-as by running drills to practice for such situations. They may also create, plan, and post informational signs about potential emergencies. The Safety Coordinator must be open to receiving safety concerns or complaints from employees either in person or anonymously.

### LANGUAGE SKILLS

- The employee in this position must possess the ability to communicate effectively one-on-one or in group situations with customers, industry groups and co-workers; utilizing methods to include, but not limited to verbal presentations or conversations plus telephone and email communications.

### REASONING ABILITY

- Ability to apply common sense understanding while carrying out instructions furnished in written, oral, or diagram form plus the ability to create and interpret documents correctly. Possess the ability to deal with problems involving several variables in various situations.

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### PHYSICAL DEMANDS

- While performing the duties of this job, the employee is frequently required to stand or sit. The employee is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must be able to occasionally lift and/or move up to 40-50 pounds. Specific vision abilities required by this job include peripheral vision and an ability to adjust focus. Proper lifting techniques required.

### WORK ENVIRONMENT

- While performing the duties of this job, the employee could be exposed to moving machining equipment, moving mechanical parts, dirt, oil, grease, metal shavings and fumes or airborne particles. The employee is occasionally exposed to outside elements. The noise level in the work environment is sometimes loud with exposures ranging from 80db to more than 100 db at certain times. Specified safety equipment shall be used at all times while around such equipment or performing tasks within the plant. PPE (personal protective equipment) is always required when in the manufacturing environment.

