



JOB OPENING

POSITION: *Safety Coordinator*

RATE OF PAY: Salary Position

GENERAL SUMMARY:

The Safety Coordinator is responsible for establishing, implementing and monitoring our health and safety programs to cultivate an exceptional safety culture. This includes acting as staff specialist in safety and health by working with managers, supervisors and employees in a proactive approach to the development and implementation of procedures, promotions, training and communications that effectively minimize and control accident and health exposures. Provide all levels of management with specific actions to assure compliance with regulations and laws. Evaluate and provide direction for programs to minimize physical and financial exposure from potential or actual risks.

ESSENTIAL JOB FUNCTIONS:

- Effectively recognize hazards and exposures, respond effectively and decisively to protect employees and company property.
- Champion continuous improvement of the Health and Safety programs, procedures and tools to ensure compliance with regulatory requirements.
- Develop and coordinate internal auditing processes to ensure compliance with internal and external regulatory standards.
- Oversee Worker's Compensation program including optimizing the Early Return to Work Program, Accident/Near Miss investigations, monitor injury and illness trends, work with the Safety Committees and Management to develop policies and procedures that promote health and safety.
- Develop and conduct Safety training programs for all employees as required by state, federal and company policies. Continually evaluate these programs to assure effectiveness.
- Manage the Company Safety Program. This includes acting as the safety chairperson and ensuring that all safety programs are compliant and up to date with Company and regulatory standards.
- Partner with the Safety Committees and Managers to develop and maintain effective Emergency Response and Planning guidelines.
- Assist as needed with Hazwaste, Stormwater, Air Quality and wastewater compliance.
- Develop and Communicate Safety Topics to Supervisors for use in team meetings.
- Schedule annual hearing tests and follow through with results and record keeping.
- Coordinate workplace monitoring for Formaldehyde, nuisance dust, etc. and any necessary follow up actions.
- Keep apprised of developments in federal and state safety laws for Oregon and California that will or may affect the company.
- Minimal travel required.

NECESSARY SKILLS:

- Strong working knowledge of Federal and State regulations including but not limited to OSHA and Worker's Compensation.
- Proficient in identifying hazards, process and system needs and effectively implementing action plans

- Excellent verbal, written and analytical skills with the ability to effectively present information in both formal and informal settings.
- Ability to collaborate with team members at all levels of the organization, develop strong relationships and promote a professional and positive demeanor.
- Proficient in Microsoft Office programs.
- Solid analytical skills.

EDUCATION AND EXPERIENCE:

- Degree in Industrial Safety /Environment, Engineering with a major in Industrial Safety Management preferred.
- 3 years Health and Safety experience in a manufacturing industry.
- Certified Safety Professional preferred.