

---

### POSITION SUMMARY

The Safety Specialist is responsible for developing and implementing occupational health and safety programs to ensure the wellbeing of employees and visitors. Must ensure compliance with applicable regulations and standards, including OSHA. Responsibilities include a conduct a thorough investigation on all accidents and near misses, interviews, lead meetings, provide and maintain excellent recordkeeping, provide training, and implement corrective actions to increase safety in the plant.

---

**Job Title:** Safety Specialist

**Department:** Human Resources

**Accountable to:** HR Manager

**Salary/pay grade:**

**Employee Type:** Regular/Hourly

**Status Type:** Full Time | 40 hours/week

---

### JOB RESPONSIBILITIES

- Develop and implement programs to educate and train employees on workplace safety practices
- Regularly inspect facility and audit processes to detect existing or potential accident and health hazards including human performance contributors, determines corrective or preventative measures where indicated, and follows up to ensure measures have been implemented
- Employ proactive approach to managing workplace safety and accident prevention by utilizing Job Hazard Analysis, accident analysis, inspections and safety education and training
- Drive corrective action meetings and hold team members accountable to efficiently address safety concerns in a timely matter
- Enforce use of necessary PPE and safety practices creating and updating internal procedures when necessary
- Conduct thorough investigation about safety incidents and near misses ensuring proper recordkeeping, corrective actions, and training
- Ownership and oversight of the following initiatives and programs to ensure compliance and increase awareness: Safety Committee, all safety related training, LOTO, Crane, Fall Protection, Powered Industrial Truck Program Training, Incident/Accident Investigations, First Aid, CPR and AED Program, Emergency and Severe Weather Response Programs
- Responsible for preparing, maintaining, and submitting reports including, but not limited to required accident reports, OSHA logs, Sustainability reporting, SOP's and written programs
- Knowledge of diverse health effects, illnesses, and accidents associate with specific job functions; works with supervisors, managers, and employees within the organization to identify, be aware of, and bring action to safety concerns
- Provide information, signs, posters, barriers, and other materials and efficiently communicate potential safety hazards to prevent access to hazardous conditions

- Conduct ergonomic assessments and implements recommended actions to ensure workplace health
- Ownership and oversight of employee pre-work screen and work fit/ fit for duty program
- Oversee the administration of workers' compensation program, including working with the insurance carrier to reduce employee lost time and work with health care provider to ensure balanced care

#### **QUALIFICATIONS**

- Bachelor's degree from four-year College or University required (Degree in Occupational Safety preferred)
- Three to five years safety experience and/or training in an industrial/manufacturing environment
- Knowledge of OSHA regulations, hazard identification and corrections, environmental regulations, workers compensation and human behavior and physical attributes related to job capabilities
- Knowledge of Microsoft Office, HRIS systems and other safety related electronic platforms required for reporting and tracking
- OSHA General Industry Certification: CPR and First Aid Certifications required
- Excellent communication, leadership, interpersonal and written skills
- Very organized, disciplined, and focused
- Ability to input, retrieve and analyze data
- Critical thinking and thorough to improve processes

#### **RELATION OF THE POSITION TO OTHERS IN THE COMPANY**

The Safety Specialist reports to the HR Manager and synchronizes tasks with other departments and different sites.

#### **WORK ENVIRONMENT**

This job operates in an office environment, although will often be exposed to shop elements such as noise, dust, fumes, and odors. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines plus a Corporate iPad.

#### **GENERAL COMMITMENT FOR ALL EMPLOYEES**

- Commitment to company's values and comply with department norms, policies, directives, processes, procedures, and work instructions
- Enforce protection of the company and compliance (confidential documents, proprietary information, access restriction, integrity)
- Ownership posture towards the department, process, job, or task
- Efficiency, Deliverables and Quality driven
- Incorporates Lean Manufacturing concepts and waste avoidance into daily activities
- Strive for Continuous Improvement to processes, procedures, and work instructions
- Satisfies work schedule and safety requirements