



Job Description

Job Title	Safety Specialist
Department	Human Resources
Reporting Relationship	Regional Safety Manager
FLSA	Salaried Non-Exempt
# of Employees Supervised	0

Job Summary

The Safety Specialist will provide support for all functions of the Safety Department focusing primarily on worker's compensation claims, occupational medicine and return to work, accident prevention and reporting, creation of a "safety first" culture at all Mann Packing sites.

Primary Duties & Responsibilities

- Support the redesign and implementation of a company safety programs (Industrial Illness Prevention Program), compliance strategies and sustainable management systems
- Play a leading role in the Accident/Exposure Reporting and Investigation program
- Support the Safety Manager with worker's compensation claims. This includes managing the early return to work and modified duty program, monitoring and analyzing accident and injury trends, performing hazard analysis; working directly with the worker's compensation insurance carrier to investigate all reports in a timely fashion.
- Ensure and coordinate all forklift drivers, machine operators, sanitation workers, mechanics, DOT drivers are trained and licensed accordingly
- Develop and conduct regular safety training for all plant employees utilizing our learning management system (Alchemy). Coordinate these activities with our state grant from the ETP (Employment Training Panel) to ensure full capitalization of grant money.
- Conduct safety audits at all sites
- Support and coordinate with vendor the annual hearing testing
- Schedule and coordinate with vendor the substance abuse random testing
- Work effectively with other department managers to enhance the safety program
- Support the Safety Manager to develop safety committees and each manufacturing site. Conduct monthly safety committee meetings and other training as necessary
- Complete safety orientations for new employees
- Provide safety reporting and analysis that measures overall success of the safety program



Qualifications

- Bachelor's Degree in a safety-related field is highly preferred
- 2+ years of progressive safety experience
- Appropriate certification, such as Certified Safety Professional (CSP), is preferred
- Experience in a manufacturing environment
- Must be a progressive learner willing and able to grow into larger roles of responsibility
- Knowledge of Good Manufacturing Practices (GMP), Lockout/Tag Out (LOTO), and MSDS
- Proven track record with accident investigations and follow-through
- Auditing experience
- Experience with Process Safety Management (PSM) and Ammonia
- Strong project management, time management, and organizational skills
- Excellent verbal and written communication skills; can articulate safety within a business framework
- Creativity, innovation and the ability to solve problems and generate viable solutions
- Bilingual (English/Spanish) is preferred

ACKNOWLEDGEMENT

I understand that this is a general description of my duties and I am to perform these duties as they relate to my job. I also understand that my job description will change from time to time.

By signing this page, I acknowledge receipt of this job description, that I have been given an opportunity to ask questions about the job, and that I certify understanding of this job description.

Employee Name (print): _____

Employee Signature: _____ Date: _____