Heartland Technology Group, Inc.

Safety Coordinator

Department: Human Resources  
Job Status: Full Time
FLSA Status: Exempt  
Reports To: Human Resources Manager
Grade/Level:  
Amount of Travel Required: 15%
Work Schedule: 8 a.m. - 5 p.m. M-F  
Positions Supervised: None
Job Req: 16-02-157

POSITION SUMMARY
Plan, implement, and coordinate several programs including health and safety, environmental, company fleet vehicles, and building access and security, for all business units located in multiple facilities across the United States.

ESSENTIAL FUNCTIONS
Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)
- Maintain and apply knowledge of current policies, regulations, and industrial processes.
- Recommend and implement process and product safety features that will reduce employees' exposure to chemical, physical, and biological work hazards.
- Inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance.
- Investigate industrial accidents, injuries, or occupational diseases to determine causes and preventive measures.
- Review plans and specifications for construction of new machinery or equipment to determine whether all safety requirements have been met.
- Report or review findings from accident investigations, facilities inspections, or environmental testing.
- Review employee safety programs to determine their adequacy.
- Conduct or direct industrial hygiene testing to verify compliance with health and safety regulations.
- Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment. This includes safety training for new hire orientation, ongoing re-training, and compliance training.
• Provide technical advice and guidance to organizations on how to handle health-related problems and make needed changes.
• Interpret safety regulations for others interested in industrial safety such as safety engineers, labor representatives, and safety inspectors.
• Maintain liaisons with outside organizations such as fire departments, mutual aid societies, and rescue teams, so that emergency responses can be facilitated.
• Write and revise safety programs and policies that engage all employees.
• Confer with medical professionals to assess health risks and to develop ways to manage health issues and concerns.
• Compile, analyze, and interpret statistical data related to occupational illnesses and accidents.
• Manage workers compensation program including first report, injury management, and return to work restrictions.
• Be an environmental advocate for the organization, including leading LIFE initiatives.
• Oversee company fleet operations comprising of approximately 120 light duty vehicles.
• Work with vehicle leasing companies to acquire, maintain and replace vehicles as needed.
• Coordinate building security, key issuance, and employee badge access program.
• Develop and present an annual budget for safety initiatives, tools, etc.
• Create and lead steering committees, when necessary, to promote continuous improvement. (i.e. PPE, corrective action, etc.)
• Approximate breakdown of time spent on the workload is as follows:
  o Manufacturing 65%
  o Corporate 20%
  o Support of the Manufacturing Team 15%
• Other duties as assigned.

POSITION QUALIFICATIONS
Competency Statement(s)
• Accountability - Reviews deliverables prepared by team before passing to client.
• Accuracy - Ability to perform work accurately and thoroughly according to requirements.
• Ambition - The drive to achieve personal advancement.
• Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
• Decision Making - Ability to make critical decisions while following company procedures.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

**SKILLS & ABILITIES**

**Education:** Bachelor's Degree (four year college or university), or equivalent work experience: Required

**Experience:** Six months to one year related experience: Required; 2-4 years related experience: Preferred

**Computer Skills**
Efficiency in Microsoft Suite - Required

**Certificates & Licenses**
Associate Safety Professional - Preferred

**Other Requirements**
Ability to manage administrative requirements of the position - and be extremely organized. - Required
Effectively multi-task - Required

**PHYSICAL DEMANDS**

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Lift/Carry</th>
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<tbody>
<tr>
<td>Stand</td>
<td>F</td>
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<tr>
<td>Walk</td>
<td>F</td>
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<tr>
<td>Sit</td>
<td>F</td>
</tr>
<tr>
<td>Handling / Fingering</td>
<td>O</td>
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<tr>
<td>Reach Outward</td>
<td>O</td>
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<tr>
<td>Reach Above Shoulder</td>
<td>O</td>
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<tr>
<td>Climb</td>
<td>N</td>
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<tr>
<td>Crawl</td>
<td>N</td>
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<td>Squat or Kneel</td>
<td>N</td>
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<td>Bend</td>
<td>N</td>
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<tr>
<td>10 lbs or less</td>
<td>O</td>
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<tr>
<td>11-20 lbs</td>
<td>N</td>
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<tr>
<td>21-50 lbs</td>
<td>N</td>
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<tr>
<td>51-100 lbs</td>
<td>N</td>
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<tr>
<td>Over 100 lbs</td>
<td>N</td>
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<tr>
<td>Push/Pull</td>
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<td>12 lbs or less</td>
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<td>13-25 lbs</td>
<td>N</td>
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<td>26-40 lbs</td>
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<td>41-100 lbs</td>
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<td>Code</td>
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<tr>
<td>N</td>
<td>Activity is not applicable to this occupation.</td>
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<tr>
<td>O</td>
<td>Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)</td>
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<td>F</td>
<td>Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)</td>
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<tr>
<td>C</td>
<td>Occupation requires this activity more than 66% of the time (5.5+ hrs/day)</td>
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</tbody>
</table>

Other Physical Requirements

WORK ENVIRONMENT
Office and Shop Environment.