

Department: Human Resources
FLSA Status: Non-Exempt

Work Schedule: Full-Time, Temporary
Amount of Travel Required: <5%

POSITION SUMMARY

Assist Safety Coordinator with company programs related to health and safety, environmental, company fleet vehicles, and building access and security for both divisions of the company, Heartland Label Printers (HRTLP) and Heartland Business Systems (HBS).

ESSENTIAL FUNCTIONS

- Update safe working days calendar on production floor on daily basis
- Log all incident reports and update in appropriate shared drive locations (including injuries/near misses/property damage/OSHA recordables)
- Assist Safety Coordinator in developing monthly safety training topics for HRTLP and quarterly for HBS
- Update and post safety impact committee notes after sitting in monthly team meeting
- Assist with management of company fleet, for example tracking recall notices, tracking vehicle preventative maintenance (PM's), shuttling vehicles etc.
- Assist Safety Coordinator with weekly and/or monthly facility safety audits/walk-thrus (Powered Industrial Vehicle (PIV's)/safe work day calendars/hoist inspections/first aid kits/ Personal Protective Equipment (PPE)/fire extinguishers/eye wash/CO detectors etc.)
- Assist with posting and report generation of monthly incident and injury stats for HRTLP and HBS
- Assist with posting and report generation of Behavior Based Safety (BBS) program
- Assist with updating safety footwear program employee reimbursement program/file
- Obtaining/generating information for workers comp claims
- Assist Human Resources Team with projects and administrative tasks as needed
- Perform other duties, as assigned

POSITION QUALIFICATIONS

- Accuracy - Ability to perform work accurately and thoroughly according to requirements.
- Ambition - The drive to achieve personal advancement.
- 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.
- Communication – Ability to communicate effectively with others both verbally and in writing.

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

SKILLS & ABILITIES

- Education: Enrolled in a university pursuing a degree in occupational safety or related field: Required
- Computer Skills: Knowledge of Microsoft Suite: Required
- Certifications & Licenses: OSHA Certifications: Preferred

PHYSICAL DEMANDS

Stand	F
Walk	F
Sit	F
Reach Outward	O
Reach Above Shoulder	O
Climb	O
Crawl	O
Squat or Kneel	O
Bend	O

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

Key:

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

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.

Heartland is an Affirmative Action/Equal Opportunity Employer of Minorities, Women, Protected Veterans and Persons with Disabilities.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.