

POSITION DATA					
<b>JOB TITLE:</b>	Site Safety and Security Coordinator	<b>LOCATION:</b>	Bergen & Oakfield	<b>SALARY GRADE:</b>	\$65,000/Year - \$80,000/Year
<b>DEPARTMENT:</b>	Safety	<b>REPORTS TO:</b>	US Regional Health & Safety Manager	<b>FLSA STATUS:</b>	Exempt
JOB SUMMARY					
<p>This position will provide full time environmental health, safety, and security support to plant operations, and will ensure that all facility programs, training, and practices are in compliance with company policy and applicable regulatory agencies.</p> <p><i>Nortera Foods Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Create and manage the facility compliance calendar to ensure company and regulatory safety, environmental, and security programs are conducted as required.</li> <li>▪ Conducts and/or coordinates the completion of all facility safety, security and environmental training for facility personnel.</li> <li>▪ Maintains the employee training register for customer and regulatory audits and inspections.</li> <li>▪ Responsible for ensuring all elements of the Safety Management System are being completed and evaluated for effectiveness.</li> <li>▪ Maintain and ensure compliance with all applicable OHSA general industry standards.</li> <li>▪ Investigates and prepares all accident and workers compensation claims for reporting and manages all facility claims as required.</li> <li>▪ STOP Trainer and Maintains STOP program for Bergen and Oakfeild.</li> <li>▪ Coordinates the scheduling, (With HR) and the administration of baseline and annual hearing tests.</li> <li>▪ Investigates and ensures all accident reports are complete and root cause analysis.</li> <li>▪ Maintains Company Safety Dashboard and applicable OSHA occupational injury log. Reports safety and accident statistics to corporate, (BAM) and regulatory, (OSHA) entities as required.</li> <li>▪ Serves as chairperson of the facility Safety Committee leading a dynamic team of hourly and salary employees through a continuous improvement process for facility safety initiatives.</li> <li>▪ Serves as a member of the USA Regional Safety Committee.</li> <li>▪ Performs Root Cause and Risk Analysis for all occupational accidents or illnesses.</li> <li>▪ Examines facility injury data and loss runs, charting injury trends in relation to associated costs.</li> <li>▪ Completes the annual sound survey for all facility areas and processes.</li> <li>▪ Completes annual review of all written safety programs, making recommendations for continued compliance.</li> <li>▪ Completes facility Personal Protection Equipment, (PPE) Hazard Assessment, and responsible for maintaining PPE inventory within budget set.</li> <li>▪ Helps maintain PSM and RMP programs as directed</li> <li>▪ Evaluates and prepares safety recommendations for capital improvement projects and installations.</li> <li>▪ Completes Risk and Ergonomic Assessments on equipment, processes, and all work environments as required.</li> <li>▪ Responsible for the health &amp; safety management system to achieve established goals and provide a safe, efficient environment for all employees.</li> <li>▪ Coordinates Hazmat Team activities to include, but not limited to, Haz-Wopper Training 24 hr. and 8 hr., Coordinate the Annual Physicals and fit tests. Establish Hazmat Teams meeting schedule to incorporate Hazmat team members for drills, meetings, training, etc.</li> <li>▪ Demonstrate a personal commitment to safety, and set a proper example at all times.</li> <li>▪ Enforce and implement policies to establish a culture of health and safety</li> <li>▪ All other safety and/or security projects as assigned.</li> <li>▪ Support onboarding and training of new employees as needed</li> </ul>					
QUALIFICATIONS					

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Proficient in Microsoft Office</li> <li>▪ Excellent organizational skills and problem solving ability.</li> <li>▪ Excellent writing skills.</li> <li>▪ Excellent public speaking skills.</li> </ul>		
<b>PHYSICAL DEMANDS</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Occasional lifting/carrying, pushing/pulling up to 50lbs</li> <li>▪ Occasional bending, squatting, twisting, climbing, crawling, reaching</li> <li>▪ Frequent dexterity, standing, walking, sitting</li> <li>▪ Constant typing</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Light-Medium</p>		
<b>WORK ENVIRONMENT</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Normal office environment</li> <li>▪ Manufacturing environment</li> </ul>		
<b>EXPERIENCE</b>	3-5 years experience working in an industrial safety capacity.		
<b>EDUCATION</b>	Bachelor’s degree in Business, Safety Science, or applicable discipline.		
<b>APPROVALS</b>			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES:</b>		<b>DATE:</b>	

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*