

POSITION DATA					
JOB TITLE:	Health and Safety Coordinator	JOB CODE:	USSSC	SALARY GRADE:	7--13
DEPARTMENT :	Oakfield Admin	REPORTS TO:	US Health & Safety Regional Manager	FLSA STATUS:	Exempt
LOCATION:	Oakfield /Bergen	SUPERVISES:	N/A	ORIGIN DATE: REVISION DATE:	January 11, 2018 September 25, 2019 May 1, 2023
JOB SUMMARY					
This position will provide full time environmental, health, safety and security support to plant operations for Oakfield and Bergen facilities, and will ensure that all facility programs, training, and practices are in compliance with company policy and applicable regulatory agencies. This position will report to the US Health & Safety Regional Manager with a dotted line reporting relationship to the Plant Managers for the Bergen and Oakfield facilities. <i>Nortera 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>					
ESSENTIAL FUNCTIONS					
- Conducts and/or coordinates the completion of all facility safety, security and environmental training for facility personnel. - Participates in regulatory audits and inspections. - Investigates and prepares all accident and workers compensation claims for reporting to the New York State Workers Compensation Board. Manages all facility workers compensation claims. - Coordinates and communicates strategies, and provides recommendations to facility/corporate management for workers compensation case management and all other Health & Safety areas as appropriate. - Maintains Company Safety Dashboard and applicable OSHA occupational injury log. Reports safety and accident statistics to corporate, Nortera and regulatory, (OSHA) entities as required. - Maintains and manages the policy review process with the help of the plant employees. - Coordinates and completes the yearly Department of Homeland Security tasks per site requirements. - Trains, supports, and maintains DuPont STOP Programs. - Serves as chairperson for the facility Safety Committee leading a dynamic team of hourly and salary employees through a continuous improvement process for facility safety initiatives. - Serves as a member of the USA Regional Safety Committee. - Performs Root Cause and Risk Analysis for all occupational accidents or illnesses requiring medical intervention or treatment and all near miss incidents. - Examines facility injury data and loss runs, charting injury trends in relation to associated costs. - Completes the annual sound survey for all facility areas and processes. - Completes annual review of all written safety programs, making recommendations for continued compliance. - Completes facility Personal Protection Equipment, (PPE) Hazard Assessment. - Works with facility management to evaluate and suggest safety recommendations for capital improvement projects and installations. - Completes Risk and Ergonomic Assessments on equipment, processes, and all work environments as required. - Coordinates Hazmat Team Activities to include, but not limited to, Hazmat Training 24 hr. and 8 hr., Coordinate the Annual Physicals and fit tests. Establish Hazmat Team(s) meeting schedule to incorporate Hazmat team members from both locations for drills, meetings, training, etc. - Active member of facility security team including AFSO for Homeland Security (DHS). - Collaborates with other members of Nortera Safety Team to develop a written Safety Manual that all US Plants would have promoting consistency and regulatory compliance within our facilities. - Perform other duties as assigned.					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND	Excellent organizational skills and problem solving ability.				

ABILITIES	● Ability to multitask. ● Excellent writing skills. ● Excellent public speaking skills. ● Excellent group dynamic skills. ● Process Safety Management (PSM) program/RMP experience preferred.		
PHYSICAL DEMANDS	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. ▪ Occasional lifting/carrying, pushing/pulling up to 50lbs ▪ Occasional bending, squatting, twisting, climbing, crawling, reaching ▪ Frequent dexterity, standing, walking, sitting ▪ Constant typing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. Appropriate work intensity level: Light-Medium		
WORK ENVIRONMENT	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. ▪ Normal office environment ▪ Manufacturing environment		
EXPERIENCE	Two - Five years experience in a manufacturing and/or distribution environment, preferred.		
EDUCATION	Bachelor’s degree in Business, Safety Science, or other related discipline.		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

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 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.