



JOB DESCRIPTION

Safety Coordinator

Summary

This position supports the Safety Team to ensure all Minn-Dak Farmers Cooperative (MDFC) safety programs are adhered to and followed carefully. Expertise in safety and security, excellent verbal and written communication skills, budget management skills and conflict resolution skills are a must. This position reports to the Safety Manager.

Essential Job Duties

- Support, foster, and reinforce a workforce culture where safety is a priority, and work closely with the team of professionals dedicated to our safety mission
- Perform safety audits and inspect facilities, machinery, and safety equipment to identify and correct potential hazards
- Knowledge and investigate skills for accidents, near miss incidents, and occupational injuries to determine causes, install preventative measures and manage return to work activities
- Handle contractor safety issues
- Educate, and provide technical advice, coaching, guidance and mentoring to employees on safety initiatives and necessary changes
- Knowledge on safety ergonomics
- Work together with security personnel to ensure a safe environment for all
- Other duties as required by the business
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Bachelor's degree or equivalent in occupational safety or related field
- 6 plus years developing, implementing and/or managing a safety program in a manufacturing environment
- OSHA experience on a state or federal level preferred (OSHA 30)
- Workers' compensation experience a plus
- Proficient in Microsoft Office
- Detail orientated with strong analytical and problem-solving skills
- Organized with excellent time management skills
- Ability to communicate effectively and work cohesively with employees at all levels
- Expertise in the focused area
- Detail oriented
- Embrace Teamwork
- Problem-solving skills
- Organizational skills
- Takes initiative

Physical Demands and Expectations

- Lift 50 pounds comfortably
- Bend
- Walk
- Climb stairs

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date