



# JOB DESCRIPTION

## Safety Coordinator

### Summary

This position supports the Safety Team to ensure all Minn-Dak 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