



Job Title: Safety Coordinator
Employment Status: Full-Time
Classification: Non-exempt
Work Schedule: Monday-Friday with occasional weekends
Travel: Required for training and execution of job duties
Reports to: Director or Manufacturing
Indirect Reporting to: Corporate Safety & Regulatory Manager
Supervisory Responsibilities: None

Position Summary: Responsible for all safety activities including recognizing, evaluating, and controlling safety and health hazards in the facility and working with other departments to minimize occupational health and safety risks.

Essential Functions

- **Safety Programs:** Plans, coordinates, and directs Safety Programs ensuring that plant operation meets established OSHA and NC OSH standards. Leads safety teams in setting and achieving goals to improve safety of the workforce.
- **Training:** Designs and develops high-quality training programs using various formats (computer-based, instructor-led, and structured on-the job and blended approaches).
- **Safety Training:** Conducts and/or coordinates safety training for all employees in compliance to OSHA and NC OSHA requirements and in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment. Conducts safety training for all new employees regarding company's safety procedures and policies. Engage workforce in education process and ensure understanding of presented material. Work with Safety Managers in other sites to develop Corporate Safety training material. Record and track training completion.
- **Inspect:** Inspect facilities, machinery, and safety equipment in order to identify and correct potential hazards, and to ensure safety regulation compliance. Develop and recommend improvements to facilities, equipment, or procedures to improve safety in the workplace.
- **Investigation:** Effectively conduct industrial accident, injury, and occupation disease investigations to determine causes. Work with departments to correct safety hazards and develop preventative procedures. If applicable report accident to NC OSH Division within required timeframe.
- **Recordkeeping/Documentation:** Maintain plant safety records in a timely and organized manner and ensuring regulatory compliance. Records include, but are not limited to, accident/incident reports, employee training records, chemical inventory list, Safety Data Sheets, hazard warning labels, injury/illness OSHA Form 301 or Workers Compensation Form 19, hazard assessments and industrial hygiene reports. Also responsible for creating clearly written safety procedures, updating the Gusmer Injury Summary, annual OSHA reporting and compliance with all requirements of NC OSH 'Hazardous Chemical Right to Know Act'.
- **Knowledge:** Remain technically knowledgeable and current on matters concerning safety at an expert level including OSHA and NC OSH regulations and any other applicable Federal and State safety regulations. Effectively recognize and evaluate safety and health hazards in the facility.

Other Duties

- **Supplies/Equipment:** Ensure that adequate supplies of personal protective equipment and emergency equipment/first aid kits are maintained. Ensure AED is maintained in proper working order. Purchase PPE and safety equipment as required. Set annual Safety budget for Hickory.

This is not meant to be a comprehensive listing of activities, duties, and responsibilities. These items may change or new items may be assigned with or without notice.

Experience and Education Requirements

- Associates or Bachelor's degree preferred and/or minimum of one year of relevant work experience, preferably in industrial safety or an equivalent combination of education and experience

Knowledge, Skills, and Abilities (KSA's) Required

- Effective verbal and written communication skills
- Ability to interpret and follow Standard Operating Procedures (SOPs) and maintain complete and accurate records
- Effective interpersonal skills
- Ability to work with a diverse workgroup
- Ability to be detail-oriented
- Strong organizational and time management skills
- Ability to be self-directed and work without direct supervision
- Proficient Microsoft Office skills

Other Qualifications

- Valid Driver's license with acceptable driving record
- Covid-19 vaccination: *Because business travel is an essential function of this position, Gusmer requires that any individual holding this position is fully vaccinated for Covid-19 and can show proof of same prior to commencing employment. This requirement is based on travel guidance and recommendations from the Centers for Disease Control and Prevention and is consistent with Gusmer's duty to provide and maintain a workplace that is free of known hazards and to safeguard the health of Gusmer's employees and their families, its customers and visitors, and the community at large.*

Physical Requirements

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to lift/carry/push/pull under 10 pounds; use hands repetitively for writing/keyboarding/grasping and holding; sit; walk on normal surfaces. The employee is occasionally required to lift/carry up to 50 pounds; push/pull up to 100 pounds; twist/turn; kneel/squat; walk on uneven or slippery surfaces.

Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with customers and fellow employees, and visual acuity sufficient to read a computer screen and paper documents.

Working Conditions

This position typically functions in a business environment with occasional trips into the warehouse. There will be exposure to moderate noise levels, fumes, dust, chemicals, heat/cold and allergens especially in warehouse environment.

EEO Policy Statement:

Gusmer Enterprises, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Gusmer will also consider requests for reasonable accommodations made by applicants and employees on an individualized basis, including those based on disabilities and sincerely-held religious beliefs, where such accommodations do not impose an undue burden on the business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.