

	<b>HR MANUAL</b>
	<b>Job Description</b>

**Position Title:** Safety Coordinator  
**Job Status:** Salary Exempt  
**Wage Band:** 6  
**Direct Reports:** None  
**Reports to:** VP Human Capital

**Nature of Position:**

- Develops, maintains and administers M2P2 corporate safety programs and procedures. Responsible for the day to day coordination of safety at all sites, including training, compliance, and worker’s compensation. Communicate Safety policies and procedures effectively and regularly to management and the workers involved in business operations.

**Essential Functions:**

- Communicate and demonstrate policies and procedures to ensure a clear understanding by all employees.
- Function as primary contact with OSHA and/or state safety boards.
- Develop and deliver training, communicating information on identified hazards, precautions, and required corrective actions throughout the company.
- Provide coaching and corrective action to assist managers with completion of paperwork to ensure safe work practices and procedures are in place
- Maintain all OSHA and accident reporting data logs and reports and postings.
- Manage Worker’s Compensation processes including return to work, modified duty, and claims management.
- Administer company drug testing program as related to safety issues.
- Promote Safety, monitor and regulate safety procedures and programs to meet the specific safety needs of each site.
- Report all incidents to functional VP and VP Human Capital, facilitate investigations, and prepare corrective action plans.
- Other duties as assigned

**Success Factors:**

- Communicate with managers and employees regularly to establish rapport, gauge morale, and support general employee needs.
- Able to maintain highest level of confidentiality in all matters.
- Able to maintain excellent organization and documentation processes..

- Ability to be a productive team member in both formal and informal settings.
- Ability to achieve results in a dynamic team environment.
- Able to organize and prioritize tasks.
- Display willingness to listen and learn.
- Able to work weekends and holidays as required.
- Display honesty, trustworthiness and dependability at all times.
- Be respectful of others.
- Maintain strong work ethic.
- Show initiative to seek other work upon completion of a task.
- Ability to work independently with minimal supervision.
- Able to influence the actions and opinions of others in desired direction; to exhibit judgment in leading others to worthwhile objectives.
- Able to take action in solving problems while exhibiting judgment and a systematic approach to decision making; to identify the important dimensions of a problem, determine potential causes, obtain relevant information, and specify alternate solutions.
- Able to work with people in such a manner as to build high morale and group commitments to goals and objectives.
- Able to establish and carry out specific courses of action for self and/or groups.
- Able to create positive energy (motivation) in both individuals and groups.
- Able to take action in solving problems and demonstrate a level of motivation that results in productive time efficiencies.
- Able to work in a physically demanding environment.

### **Job Qualifications:**

- Knowledge of safety and worker's compensation processes and requirements..
- Excellent computer skills in a Microsoft Windows environment.
- Effective oral and written communication skills.
- Excellent interpersonal and coaching skills.
- BS degree in safety or business related field OR five years of safety experience with an AA degree in relevant field.
- Be able to effectively communicate orally and in writing with other employees and company contacts.
- Must not own or live near any swine. Must not live with anyone who has contact with swine and willingness to abide by Bio-Security requirements and enter sites on a regular basis.
- Able to travel frequently (40-60%) for business.
- Good organizational and time management skills.

### **Working Conditions:**

- General climate controlled office environment.
- Exposure to various elements inherent with Agriculture production.
- While performing the duties of this job, the employee is frequently required to stand. The employee is frequently required to walk. The employee is frequently required to sit. The employee is frequently required to use hands. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance. The employee is regularly required to talk or hear. The employee regularly will

need to interpret and process information obtained from a PC or paper file format.

- The noise level in the work environment is usually moderate.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

---

Prepared By: VP Human Capital

Prepared On: 10/24/2011

Last Revised By:

Last Revised On:

Approved By: VP Human Capital

Approved On: 10/24/2011