

# JOB DESCRIPTION

## Director of Safety

### Summary

This position is responsible for ensuring all activities within the Cooperative are completed in a safe and efficient manner. The Director of Safety will ensure the safety team works collaboratively with all operational areas to mentor and ensure employees take the safest approach to their daily fulfillment of duties. By working collaboratively with all operational areas, this will help ensure all company safety policies and procedures comply with local, state, and federal rules and regulations including OSHA and DOT. This position reports directly to the President and CEO of the Cooperative and will be an active member of the Cooperatives Leadership Team.

### Essential Job Duties

- Ensure resources of the safety department are adequate to achieve safety goals within the Cooperatives Strategic Plan
- Build a relationship of collaboration and cooperation with operations throughout the enterprise
- Work with operational leadership and management to determine plan to reinforce safety culture within the organization
- Ability to set clear direction for safety department including training and motivating members of safety department
- Working with operational leadership, evaluate practices and procedures to assess risk
- Identify solutions to issues, improvement opportunities, or new prevention measures
- Leadership of Technical Writing team
- Work with Technical Writing team to develop training materials and modules for Minn-Dak University, with operational management input
- Conduct training and presentations for health and safety matters and accident prevention
- Working with operational leadership, develop and implement policies to establish a culture of safety and thereby a safe workplace according to OSHA and legal guidelines
- Working with communications department, communicate guidelines to a multidisciplinary work force
- Research regulatory requirements, industry standards, and health and safety best practices
- Monitor compliance to policies and laws/regulations by inspecting and assisting operations with lock-out tag-out and other non-routine operational procedures to determine safest path forward for the procedure
- Oversee investigations of accidents and injuries to ensure root cause analysis
- Work with the Human Resources Department to manage all worker's compensation claims
- Maintains OSHA Logs
- Oversight of Emergency Medical Responders and Severe Weather Training as necessary
- Ensures all safety policies are reviewed as needed and done so in a timely manner
- Oversight of on-site contract security guards
- Management of safety department staff and budget

### Qualifications

- Bachelor's degree or equivalent in occupational safety or related safety field
- Have certification as a Certified Safety Professional
- 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)
- EMR certification preferred
- Experience working with Workers Compensation
- Knowledge of data analysis and risk assessment
- Detail orientated with strong analytical and problem-solving skills
- Organized with excellent time management skills
- Prior leadership experience in leading a safety department

### Competencies and skill set required to do the job well

Leadership skills, demonstrated ability as a team player  
Ability to motivate a team and provide feedback accordingly  
Possess excellent communication and interpersonal skills  
Ability to communicate effectively to a multidisciplinary team  
Excellent attention to detail to identify hazards  
Excellent computer skills

### Physical Demands and Expectations

Able to stand or walk on concrete floors for an extended period of time

Able to bend and lift – 20-100 lbs.  
Able to climb stairs  
Able to work in temperature extremes (cold and hot)

**Acknowledgement**

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

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Print Name

Signature

Date