



Heartland Label Printers, LLC
Safety Manager

Department: *Human Resources*

FLSA Status: *Exempt*

Work Schedule: *Monday – Friday: 8 a.m. – 5 p.m.*

Job Req:

Job Status: *Full Time*

Reports To: *HR Manager*

Amount of Travel Required: *15%*

Positions Supervised: *None*

POSITION SUMMARY

Plan, implement, and coordinate several programs including health and safety, environmental, company fleet vehicles, and building access and security, for all business units located in multiple facilities across the United States. This includes Safety Leadership of both a manufacturing and professional services work environment.

ESSENTIAL FUNCTIONS

- *Create, lead and build a safety culture.*
- *Create and implement a strategy to enhance and improve safety for Heartland Technology Group to support both Heartland Label Printers and Heartland Business Systems.*
- *Maintain and apply knowledge of current policies, regulations, and industrial processes.*
- *Recommend and implement process and product safety features that will reduce employees' exposure to chemical, physical, and biological work hazards.*
- *Inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance.*
- *Investigate accidents, injuries, or occupational diseases to determine causes and preventive measures.*
- *Review plans and specifications for construction of new machinery or equipment to determine whether all safety requirements have been met.*
- *Report and/or review findings from accident investigations, facilities inspections, or environmental testing.*
- *Administer OSHA compliance programs.*
- *Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment. This includes safety training for new hire orientation, ongoing re-training, and compliance training.*

- *Provide technical advice and guidance to organizations on how to handle health-related problems and make needed changes.*
- *Write and revise safety programs and policies that engage all employees.*
- *Maintain liaisons with outside organizations such as fire departments, mutual aid societies, and rescue teams, so that emergency responses can be facilitated.*
- *Confer with medical professionals to assess health risks and to develop ways to manage health issues and concerns.*
- *Compile, analyze, and interpret statistical data related to occupational illnesses and accidents.*
- *Manage workers compensation program including first report, injury management, and return to work restrictions.*
- *Be an environmental advocate for the organization, including leading LIFE initiatives, needed.*
- *Oversee company fleet operations comprising of approximately 120 light duty vehicles. This includes working with vehicle leasing companies to acquire, maintain and replace vehicles as needed.*
- *Develop and present an annual budget for safety initiatives, tools, etc.*
- *Create and lead steering committees, when necessary, to promote continuous improvement. (i.e. Safety Impact Committee, Evacuation & Severe Weather Response Team, Medical Emergency Response Team, etc.)*
- *Approximate breakdown of time spent on the workload is as follows:*
 - *Manufacturing 65%*
 - *Corporate 20%*
 - *Support of the Manufacturing Team 15%*
- *Perform other duties, as assigned.*

POSITION QUALIFICATIONS

- **Accountability** - Reviews deliverables prepared by team before passing to client.
- **Accuracy** - Ability to perform work accurately and thoroughly according to requirements.
- **Ambition** - The drive to achieve personal advancement.
- **Coaching and Development** - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- **Decision Making** - Ability to make critical decisions while following company procedures.
- **Ethical** - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- **Honesty / Integrity** - Ability to be truthful and be seen as credible in the workplace.
- **Persistence** - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.

- Reliability - The trait of being dependable and trustworthy.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

SKILLS & ABILITIES

Education:

- Bachelor's Degree (four-year college or university), or equivalent work experience - *Required.*

Experience:

- Two or more years experience in a manufacturing environment – *Required.*
- Four or more years supporting organizations in a full-time safety role– *Required.*

Computer Skills

- Efficiency in Microsoft Suite – *Required.*

Certificates & Licenses

- Associate Safety Professional – *Preferred.*

Other Requirements

- Ability to manage administrative requirements of the position and be extremely organized.
- Effectively multi-task.

PHYSICAL DEMANDS

Physical Demands

		Lift/Carry	
Stand	F	10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	O
Handling / Fingering	O	51-100 lbs	O
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O	Push/Pull	
Climb	O	12 lbs or less	O
Crawl	O	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	O

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

Office and Shop Production Environment.

REASONABLE ACCOMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Prepared By: _____

Date: _____

Approved By: _____

Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.