

Position located in Austin, IN
Contact Matt Murry at Peyton Technical Services for mor information
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2nd Shift Safety Administrator

Responsibility

Educate associate in many areas including occupational health and safety, operating plant and equipment, driving, industrial relations and general clerical duties and supervisory skills (Computer skills in word, excel, power point, Internet research a plus).

Accountable to

Human Resources Safety Manger and Human Resource Senior Manager

Qualifications

- ◆ High school diploma with two years related experience for safety
- ◆ Bachelors degree in environmental science or three years experience

Leadership

- ◆ Ensure IOSHA compliance to all safety procedures.
- ◆ Enforce all safety rules.
- ◆ Lead the implementation of safety programs.
- ◆ Provide training for all of the above items.
- ◆ Keep paperwork to date for IOSHA.

Service

- ◆ Understand all research IOSHA regulations.
- ◆ Implement the company's safety program
- ◆ Work with personnel throughout the organization to maintain a safe and healthy work environment
- ◆ Inform management & leadership of any possible violations
- ◆ Coordinate detailed technical activities involved with the management, use and disposal of hazardous materials and chemicals.
- ◆ Work with leadership so that they will understand the importance of safety issues.
- ◆ First Aid / CPR Certified.
- ◆ Workers Compensation (W/C).
- ◆ Communication with Dr's offices, W/C Claims Examiner, W/C Case nurses.
- ◆ OSHA recordable injuries – maintain records / logs.
- ◆ Associate communication after injury.
- ◆ TQM Safety Team.
- ◆ Ensure a safe and Healthy work environment.
- ◆ Safety Audit of Facility.
- ◆ Provide proper safety equipment (PPE) review PPE usage of current.
- ◆ Daily injury log.
- ◆ Daily tracker for days without a lost time injury.
- ◆ All other duties by Human Resource Safety Manager and Human Resource Senior Manager

Operations

- ◆ Respect, follow and enforce U.S. government regulations affecting the company such as Right to Know, Hazardous Communications, National Labor Relations Board, Environmental Issues and reporting, Equal Rights, Equal Opportunity Rights, OHSA and many others.
- ◆ Monitors facility and processes for adherence to OSHA guidelines and the elimination of industrial accidents.
- ◆ Conduct site investigations; prepare reports and facilitate activities to ensure compliance with safety regulations and procedures.
- ◆ Ensure the collection, transportation and storage of hazardous waste and materials.