



Bilingual Safety Coordinator

Employer

Western Industries Plastic Products LLC
22829 Smyer Rd,
Winfield, KS 67156
620-221-9464

Job Description

Imagine a career in Materials with industry leading pay and some of the best benefits in the county! Now, picture yourself on a direct career path set to advance into higher level management roles at a stable company that is rapidly growing. You will come into your role with standard processes already in place and further improvements in the works.

Job Summary

The Safety Coordinator assists in maintaining the Plant's safety programs and improving overall workforce safety awareness. This position supports the safety department by screening, entering training data and safety records, orienting safety to new hire employees; administering safety programs; and maintaining personnel safety training files in the Safety Management System. In addition, it will also assist with the development and coordination of training programs to improve the overall workforce safety awareness including new hire orientation, monthly safety training, and new hire personal protective equipment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job scope includes:

- Reliable and regular attendance
- Develops and implements environmental, safety, and health programs/policies in compliance with federal, state, and local regulations and our company policies. This includes Western initiatives, all environmental media- air, water, waste, and OSHA general industry and construction safety
- Assist in the facilitation of safety-related training for all levels of associates. Also, assist in coaching the supervisors to continually improve the safety training of the employees

- Assisting plant leadership team in building and reinforcing a safety culture moving toward zero incidents or injuries
- Participate in facility safety audits and safety inspections, document control, record keeping, participation in plant-wide process improvement projects, and maintaining the safety management system documentation and records
- Work with IT to manage the training tracker database (current and new), including tracking/communication of needed training, tracking/communication of overdue training, tracking/communication of needed orientation and certifications as well as recertification's.
- Maintains computerized record-keeping system in the Safety Management System (SMS), updating and discarding documents as needed
- Ability to work flexible schedules as needed to meet safety and other training requirements.
- Maintains all record-keeping and compliance for safety
- Assists in maintaining compliance documents including accident and injury reporting, safety procedures and work instructions, environmental records, and for others as assigned
- Maintains and ensures completion of onboarding, ongoing compliance-driven, and safety training
- Maintains and reports on safety surveys, observations, and inspections
- Assists supervisors and managers with accident/incident investigation programs so all accidents/incidents reported are investigated and prompt corrective action is taken and substantiated
- Serve as a contact on work-related accidents which may include basic First Aid
- Participates in safety committee, inspections and observations, and accident/incident investigations
- Perform related duties as assigned by the Senior Safety Manager
- Possess current knowledge of safety policies and regulations in order to be a resource to supervisors and managers on safety improvements and strategies
- Interpret safety regulations for others interested in industrial safety such as safety inspectors
- All other duties as assigned

Competencies

- Strong analytical skills and systematic approach to problem-solving
- Demonstrate trustworthiness and professionalism with clients, peers, and team members

- Ability to make critical decisions while following company procedures
- Develop and coach the knowledge, skills, and expertise necessary to achieve positive results; participate fully in relevant training programs and actively pursue other opportunities to develop knowledge and skills for the department
- Able to implement the dynamics of effective teamwork to attain higher levels of performance
- Ability to perform work accurately and thoroughly according to requirements
- Must be proficient in reading, writing, speaking English and Spanish

Required Education and Experience

- 1-2 years experience in a position with responsibility for safety programs required
- 1-2 years more years of environmental, health & safety experience in a manufacturing environment
- Professional knowledge of federal standards (OSHA, EPA, DOT) for the manufacturing environment
- Strong computer skills including MS Word, Excel, Outlook, and PowerPoint
- Telephone skills, and interpersonal skills are required
- Verbal and written communication skills are required

Additional Education and Experience

- Certification (CHMM, REP, CSP, CIH) is a plus
- Lean Manufacturing or Six Sigma (Strongly preferred)
- Knowledge of local, state, and federal safety regulations
- Strong presentation skills and prior experience with training.
- Strong relationship-building skills with all levels of employees.
- Conflict management/composure
- Ability to work with other departments in order to improve and instill a safety culture.
- Highly organized with the ability to multi-task and deal with ambiguity/changing priorities
- Ability to self-manage and self-start on projects, able to work with minimal supervision
- Judgment/problem solving
- Capable of analyzing a process and creating effective training documents

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