

<b>Job title</b>	<i>Safety Coordinator</i>	<b>Job Classification</b>	<i>Hourly / Non- Exempt</i>
<b>Reports to</b>	<i>VP of Operations</i>	<b>Salary Range</b>	

### About Pro Cooperative

**Our Mission:** Building lasting partnerships by being PROactive, PROgressive and PROfessional.

**Our Vision:** To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

### Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

### Job purpose

- The position of a Safety Coordinator is of great significance to Pro Cooperative.
  - A person in this position coordinates the Safety Department in promoting a healthy and safe workplace at all locations. These duties will be accomplished by assisting in technical expertise to the safety team, supporting safety training on safety topics and encouraging active employee involvement in the safety process.

### Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently. Basic requirements include, but are not limited to the following:

- Implement established safety/environmental programs for compliance to company and government regulations
- Administer and monitor Company safety/environmental programs
- Maintain records of training, qualifications, certifications, etc., as they apply to the safety program
- Provide training to enable effective operation of the established safety systems
- Lead accident investigations: initiate, document and monitor corrective actions
- Works with employees to resolve safety issues and techniques
- Build knowledge of the organization, processes, and customers
- Solve a range of straightforward problems; analyzes possible solutions using standard procedures
- Use judgment within defined procedures and practices to determine appropriate action
- Work on problems of moderate scope where analysis of situations or data requires a review of a variety of factors
- Will serve as resource for other departments as needed
- Ability to maintain accurate, current records and generate complete and timely reports
- Ability to maintain effective working relationships with all employees throughout the plant
- Ability to train others effectively on various safety topics
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor
- Inform direct supervisor of all relevant departmental issues in a timely manner
- Perform all other duties as assigned by direct supervisor

- Assist other locations as needed
- Comply with Pro Cooperative policies, including Pro Cooperative's safety policies

### Qualifications

Qualifications include:

- Bachelor's degree in Safety or a related field preferred and/or 2+ years of relevant experience and/or training, or equivalent combination of education and/or experience
- OSHA 501 Trainer Course for General Industry preferred
- First Aid/Responder or EMT certification preferred
- Considerable knowledge of all state and Federal regulations relative to safety, health, environment, and worker's compensation or ability to acquire quickly.
- Strong written and verbal communication skills
- Proficient in Microsoft Office (Excel, PowerPoint and Word) and analysis capability
- Good decision-making skills and ability to perform in stressful situations
- Must be able to travel on an occasional basis
- Ability to work well with others in fast paced, dynamic environment
- Ability to be respectful, approachable and team oriented while building strong working relationships and a positive work environment

### Working conditions

- Office, Grain Elevator, and Chemical Warehouse setting. The environment will include wet or humid conditions, extreme cold and heat, working near moving mechanical parts, exposure to fumes or airborne particles, confined spaces, dust and chemicals.
- Noise level in the work environment is usually moderate but can be loud.
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required include close vision, distance vision and ability to adjust focus.
- Frequently required to sit, stand, walk; use hands to handle, or feel, reach with hands and arms

### Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires occasionally bending, squatting, kneeling, and pushing/pulling, reach about shoulder level and lifting 10-15 lbs frequently and 20-50 lbs occasionally.

### Direct reports

None

<b>Approved by:</b>	<i>Tony Hanson/VP of Operations</i>
<b>Date approved:</b>	<i>03/31/2022</i>
<b>Reviewed:</b>	<i>03/31/2022</i>

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. This document doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.*

Employee (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_