

Berber Food Manufacturing
Mi Rancho
10115 Iron Rock Way
Elk Grove, CA 95624

JOB DESCRIPTION

Job Title: Safety Manager
Status: Exempt, Full Time
Reports to: Director of Human Resources
Direct Reports: None
Indirect Reports: All MR Team Members
Effective Date: June 1, 2022

Role: Under the direction of the Director of Human Resources, the Safety Manager will lead and coordinate the day-to-day safety regulations, policies and procedures of employee assigned job functions, company and employee projects, and equipment and company capital infrastructure. The Safety Manager will be responsible for ensuring that team members are properly trained regarding company-specific and Cal/Osha and OSHA safety requirements. The Safety Manager will create, maintain, and communicate safety-related policies and procedures, as well as ensure that these are followed. He/she will determine the need for new policies and procedures, as well as the need to write, edit and update policy and procedure documents, memorandums, signage/posters, and handbooks. He/she is also responsible for enforcement of safety policies and procedures, including making decisions regarding appropriate discipline for infractions. As head of the safety committee, He/she will conduct workplace safety inspections on all shifts and attend/conduct safety trainings on various shifts. This person will investigate safety accidents and proactively handle all workers compensations claims by maintaining open communication with all parties involve.

Education & Experience:

- Bachelor of Science in Industrial Safety, Industrial Engineer, Environmental, Health and Safety or related field of study.
- Occupational Health and Safety Degree, Diploma or Certificate or CRSP would be an asset.
- CalOsha (30) Preferred
- Certified Safety Professional Preferred
- Minimum 5-year Health and Safety field experience

Minimum Required Qualifications:

- a. Must be bilingual (English and Spanish)
 - b. Strong knowledge of Cal/OSHA rules and regulations
 - c. Strong knowledge in Workers' Compensation Claim and handling safety incidents.
 - d. Proficient in Microsoft office applications
 - e. The ability to demonstrate the application of risk assessment to company operations and activities.
 - f. Ability to travel (air/car).
 - g. Excellent Incident Investigation skills/ Analytical skills
 - h. Excellent leadership and conflict resolution skills.
 - i. Effective communication skills and excellent interpersonal skills
 - j. Ability to perform under stressful conditions/ Stress management skills
 - k. Probability and decision-making skills
 - l. Attention to detail and high level of accuracy
 - m. Effective organizational skills
 - n. Be honest, respectful, and trustworthy
 - o. Possess cultural awareness and sensitivity
 - p. Must be reliable, punctual and have schedule flexibility including working weekends and off-shifts as needed.
- Demonstrate sound work ethics

- q. Forklift/Electric Lift Certified a plus (Train the Trainer Certification desired).
- r. CPR/First Aid Certified a plus (Train the Trainer Certification desired).
- s. Must be able to fulfill essential job function in a consistent state of alertness and safe manner.
- t. Must comply with company zero drug and alcohol policy
- u. Must be self-motivated and have the ability to work with little or no supervision.
- v. Must be able to work with and manage company confidential information.
- w. Valid CA Drivers' license and clean DMV record.

Method of Training (on the job training)

- a. Recruiting and Termination Procedures
- b. Payroll processing
- c. Plant Safety and Emergency Procedures
- d. Company Handbook
- e. Workers Compensation Procedures
- g. First Aid/ CPR Train the Trainer
- h. Forklift/Electric Lift Train the Trainer
- i. Recruiting Procedures
- j. Cal/OSHA Training
- k. Benefits Administration Procedures
- l. Employee Counseling and Disciplinary Action Training

Duties and Responsibilities:

1. Act as the first point of contact for addressing employee concerns regarding health and safety policy, or to report a breach of policy.
2. Provide support by maintaining a visible presence on the field performing site visits on all shifts as needed.
3. Assist in the coaching, mentoring and implementation of the safety programs in the field.
4. Regularly review and be familiar with all applicable legislation and applicable safety standards, to ensure compliance.
5. Inform the operations management team of any new or conflictive legislative matters that could impact the operations.
6. Administers and Updates Injury and Illness Prevention Program (IIPP) and Crisis Management Program to ensure a safe work environment for all company employees, contractors, visitors, and community. Ensure these are in alignment with company scope of activities.
7. Organize and schedule/coordinate/conduct required safety meetings and trainings (e.g. monthly safety trainings, Forklift Trainings, etc). Train TMs on required certifications such as Forklift and CPR/First Aid, electrical safety, LOTO, etc.
8. Maintain OSHA 300/300A logs, SDS Records, and any other legally mandated reports/records.
9. Provide direction, support and resource to all site managers, supervisors, leads and safety committee.
10. Report and handle recordable injuries to Mi Rancho's Workers' Compensation insurance on a timely manner and establish a working relationship with claims adjuster and medical provider network.
11. Maintain open and proactive communication with injured worker(s) and WC insurance adjuster to ensure claims are handle in a positive and proactive manner to ensure a prompt resolution and prevent litigation.
12. Provide open and closed claim reviews and updates frequently to Carol Berber, HR Director and VP of Operations.
13. Attend WC court hearings or depositions as needed.
14. Ensure that all incidents are investigated thoroughly and are reported immediately.
15. Determine root cause, and corrective actions where necessary, reporting to upper management. Document thoroughly and follow through to ensure completion.
16. Develop/Update a Return-to-Work Program to offer Modify Duty. Recommend other options when opportune to reduce claim losses (eg. Alternative Work)
17. Ensure injured workers are offered modified duties when available and document these accordingly. Monitor and follow up on IW/modified workers in the plant.
18. Train and review with New Hires safety practices and procedures.

19. Ensure safety signs/posters are updated and available as required.
20. Conduct job hazard analysis and reports findings and recommendations to upper management.
21. Inspect work sites and machinery/equipment for potential hazards and ensure compliance with all state and federal laws.
22. Inspect all in-coming new equipment and infrastructure for Cal/OSHA safety compliance. Inspect any modifications to the plant building to ensure OSHA safety compliance (e.g. Ramps, new offices, hand railings, mezzanines, boilers, etc). Works closely with contractors to ensure safety compliance.
23. Communicate and train team leaders, supervisors, and safety committee to ensure that all safety expectations are understood and met by their staff.
24. Administer the Safety Committee to review issues, trends and upcoming conditions or events.
25. Travel to various other offsite projects and ensure all health and safety protocols are being followed.
26. Develop in-depth knowledge of federal, state, and local safety laws, regulations, codes, and rules, including all OSHA safety protocols
27. Audit/Update and recommend PPE (Personal Protective Equipment) to management.
28. Maintain Safety Equipment inventory and order as needed.
29. Work with HR assistant to maintain training records organized and readily available. Review records to ensure these are updated regularly.
30. Work with HR assistant to ensure ETP Training Rosters are submitted timely and maintained in order.
31. Other duties as assigned.

Working Conditions

1. A combination of sitting, walking, and standing, up to continual walking and standing on hard surface, climbing and descending steps.
2. Will be exposed to cool and warm temperatures, and loud noise.
3. Climb up and down stairs, stoop, pull, reach, push, and bend body.
4. Lifting, pushing, pulling up to 30 lbs.
5. Prolonged hours in front of a computer or desk station.
6. Less than 20% travel.

This Job Description may not be complete and is subject to change at any time.

Effective Date: _____

Safety Manager: _____

Director of HR: _____