Job Description - Health & Safety/ CI Specialist, Byron, MN

Role Overview:
This position reports to OINA H&S Manager with a dotted line to OINA CI Manager. This position will be responsible for leading the Health & Safety activities at the Byron Plant as well as managing the Continuous Improvement activity in Byron.

Reports to: Health & Safety Manager (Dotted line to Continuous Improvement Manager)

Principal Duties:

H&S responsibilities

1. Serve as the primary H&S support to operations and employees by leading all H&S activities in Byron
2. Actively engage with employees to identify opportunities to improve health and safety
3. Be an active member of the Ornua Ingredients North America Health and Safety Team
4. Develop and implement H&S strategies for the Byron plant to drive continuous improvement in all areas of H&S
5. Lead the risk assessment program
6. Develop and provide health and safety training
7. Collaborate with plant operations to maintain a safe environment
8. Manage the Powered Industrial Truck (forklift) safety program
9. Prepare and conduct H&S audits for facility
10. Manage all accident/incident investigations, taking proper measures to identify root causes and further prevention
11. Work with Human Resources on worker’s compensation cases, maintain all proper documentation
12. Complete monthly health and safety tracker
13. Record all safety objectives, aligned with monthly reports, including but not limited to good catches, near misses, behavioral observations
14. Submit reports and data to all federal, state and local agencies in a timely manner as mandated. Act as liaison for federal, state and local agencies
15. Order, track, and maintain all PPE for employees
16. Assess costs to the company from safety incidents and report to management to facilitate decision making
17. Lead the implementation of OINA H&S strategy within the Byron facility and provide input into the OINA H&S strategy led by the H&S Manager
18. Lead and support Group roll out of Ornua H&S global policies at the Byron facility with support from OINA H&S Manager
Continuous Improvement Responsibilities

1. Introduce and promote the ORNUA Way Continuous Improvement initiative at the Plant
2. Analyze business processes within the entire Byron Plant, identifying quality or cost improvement opportunities
3. Develop Continuous Improvement strategy for Plant, detailing projects and resource requirements to successfully execute to the strategy
4. Develop communication strategy across the plant to clearly present plant KPI’s and relevant information
5. Identify and develop Capex opportunities at the Plant. Present opportunities to Plant leadership.
6. Introduce Continuous Improvement tools to the Plant and engage Plant associates in utilizing these tools
7. Identify and lead Continuous Improvement Projects at the Plant
8. Maintain Plant specific KPIs as well as reporting corporate defined KPIs
9. Train and coach Continuous Improvement to Plant employees

PROTECTIVE CLOTHING REQUIRED: The employee must wear the appropriate PPE which may include, approved clothing, safety footwear, eye protection, hair and beard net(s), hearing protection, and respiratory protection as required when working in production areas.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor’s degree in Health and Safety and minimum of 3 years of relevant Health and Safety experience. Working knowledge of safety and policy writing, implementation, and training within a manufacturing environment. Green Belt certification is preferred or a minimum of 3 years’ experience working in Continuous Improvement. Experience in Project Management required.

LANGUAGE SKILLS: Ability to read, analyze and interpret SOP and safety policies, standards, and government regulations. Ability to write reports, business correspondence, and safety policies and procedure manuals. Ability to effectively present information and respond to questions concerning safety issues from groups of managers, executives and employees.
MATHEMATICAL SKILLS: Ability to calculate figures and amounts relating to safety and loss control procedures. Ability to apply concepts of basic algebra and statistics. A strong attention to detail is required.

COMMUNICATION ABILITY: Ability to interact positively with management and associates to present Health and Safety and Continuous Improvement strategies and initiatives is required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of governmental laws and technical information furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Requires the ability to organize and coordinate safety/loss control procedures. Requires the ability to safely operate a motor vehicle while observing all traffic laws. Ability to multi-task and exhibit strong leadership and organizational skills. Requires ability to travel to all plants regularly.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or touch objects, tools, or controls, and talk or hear. The employee is occasionally required to reach above shoulders, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and use foot/feet to operate machine controls.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

BRC REQUIREMENTS/ RESPONSIBILITIES: Support BRC by maintaining food safety and food quality through completing job tasks and maintaining the work area in a sanitary manner following prescribed procedures. Report food safety problems to the Production Supervisor or QA Manager. Follow GMP and Prerequisite Programs.
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly travel on company business. The employee is occasionally exposed to non-weather wet, humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, non-weather related extreme heat and cold, works near moving mechanical parts, and sources of electric shock and vibration.

The noise level in the work environment is usually moderate while working in the office and loud while working in proximity to production equipment.

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.