



Job Title: Safety & Compliance Director

Division:	Admin \ Employee Support Services		Job Code:	700
Location:	Pratum Admin Office 8955 Sunnyview Rd NE Salem, OR 97305	Travel Required:	Yes: between sites, some out of area trainings including some overnight	
Level\Pay Range:	Professional \$65,000 to \$90,000 annual	Position Type:	Professional, Exempt, salaried	
Reports to:	Mark Garland, HR Manager			

Job Description

PURPOSE

The primary purpose of this job is to manage and direct Pratum Co-op’s overall, company-wide safety program, as well as other related programs and policies, to ensure the company complies with and exceeds healthy and safe standards of operations.

The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

TASKS & RESPONSIBILITIES

- General Safety Program
 1. Direct, develop and oversee general safety and health policies and procedures, ensuring consistency across the company
 2. Develop and maintain relationship with on-site safety contacts for each location
 3. Ensure monthly safety trainings are taking place in an effective way at each location; attending at times; run the monthly safety training at the Sunnyview Central Office
 4. Run the regular, all-company safety committee meeting in a timely and effective way, ensuring action items are followed up on
 5. Perform relative safety training for all new hires, ensure CDL qualifications are met for truck drivers, assist with pre-employment drug screens and background checks
 6. Run and maintain the ongoing company random drug testing program, including the different programs for DOT and non-DOT employees
 7. Maintain compliance with DOT, OSHA, DEQ, EPA and other state, local or industry specific regulations, postings and record keeping, being on-site for applicable visits and walk-throughs
 8. Receive and file monthly equipment safety check lists for lift trucks, loaders, etc.
 9. Injury and Incident Management
 - a. Be on-site where the event occurred as soon as possible, making observations for later reporting, coordinating with emergency responders and law enforcement as applicable
 - b. Determine if an 801 form is required

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- c. Perform internal incident investigations, collecting data and analyzing the causes of accidents, writing reports that include interviews and details of the event
 - d. Work with SAIF on recovery and return-to-work
 - e. Maintain a complete file of records for each incident and/or injury
 - f. Implement initiatives to reduce and prevent accidents, occupational illnesses and exposure to long-term health hazards
- Routine Inspections and Maintenance
 1. Perform formal, routine quarterly safety inspections at all locations, noting and following up on safety and compliance issues; work with operations managers to resolve issues
 2. Visit each site, at least once-per-month, for general, informal communication and inspections
 - a. Routine monthly fire extinguisher inspections, replace as necessary
 - b. Maintain and restock all first aid cabinets (company-wide)
 3. Administer annual fit tests and records for the respiratory program
 4. Maintain PPE program including annual updates
 5. Maintain all AED's (company-wide)
- Security
 1. Maintain certifications, contacts and pass phrases with emergency responders for each location
 2. Assist with maintaining company security systems, including cameras, gates, codes and keys
- Vehicle Fleet Management, including DOT
 1. Manage vehicle turnover (purchases, leases, sales, transfers, etc.), including employee/member bidding process
 2. Ensure vehicle registrations are current with DMVs
 3. Maintain company R&M program for each non-DOT vehicle
 4. Annual or bi-annual inventory of vehicles and equipment to ensure changes have been updated
 5. Regulatory Compliance
 - a. Maintain all DOT required registrations, certifications, filings and records and keep them current
 - b. Submit monthly mileage reports with Oregon Trucking Online
 - c. Submit IRS Form 2290 to IRS for heavy hauling
 - d. Maintain Oregon commercial renewal for motor carrier Y plate trucks
 - e. File extended weight permit renewals (COVP) annually
- Liability and Worker's Comp Insurance
 1. Manage certificates of insurance requests



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2. Work with insurance reps to resolve and handle claims
 3. Attain builder's risk policies for new construction
 4. Ensure Pratum Co-op is named as additionally insured on outside contractor's policies
 5. Assist with policy renewals, ensuring appropriate and comprehensive coverage
- Trainings and other Meetings
 1. Perform general safety orientations, LOTO instruction, PPE instruction, skill training, HAZMAT disposal procedures, gas station pump training
 2. Keep "DOT Supervisor" and "DOT DER" training current per DOT requirements
 3. Organize annual Hazwoper training courses through FWAA for applicable employees
 4. Attend monthly and annual SAIF-sponsored trainings and information sessions
 5. Assist with the annual all-employee mandatory meeting, running the safety portion and updating the company on the effectiveness of the overall safety program

EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum's Values
 1. **Integrity:** always doing the right thing
 2. **Safety:** committed to a safe environment for our employees and customers
 3. **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
 4. **Results Oriented:** delivering on your promises
 5. **Teamwork:** respecting one another with humility, working with the ag management team
 6. **Stewardship:** careful and responsible management of our resources and environment
 7. **Customer Service:** exceeding expectations of those we serve
- Passionate engagement with Pratum, motivated to contribute to Pratum's success and the fulfillment of our mission, vision and values
- Keep current on all changing regulations, also obtaining skills and training to gain proficiency in each task area above, especially with regard to DOT drivers
- Teamwork with managers
- Be on the lookout for safety hazards, compliance violations, and employee concerns at all sites and at all times

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- BSc in occupational safety and health or relevant field is preferred



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- 5+ years of proven experience as safety specialist
- Deep understanding of legal, health and safety guidelines
- Good knowledge of data analysis and risk assessment
- Valid qualification and certifications in occupational safety and health

PREFERRED SKILLS & ABILITIES

- Excellent organizational and motivational skills
- Self-motivated
- Outstanding attention to detail and observation ability
- Exceptional communication and interpersonal abilities
- Ability in producing reports and developing relevant policies
- Ability to work well with others

ADDITIONAL NOTES ...

- Equipment Provided
 1. Laptop and accessories
 2. Credit card
 3. Cell phone (or phone allowance)
 4. Company Safety Vehicle

Prepared By:	Mark Garland, HR Manager	Date:	January 21, 2020
Approved By:		Date:	Click here to enter a date.
Last Updated By:	Mark Garland, HR Manager	Date/Time:	February 18, 2020
Employee Name:		Email:	
Employee Signature:		Date:	



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Physical Requirements

General Notes:

Though this is a director position, there are still significant physical requirements

Tools & Equipment Used:

Typical office equipment, pickups, ladders, and various safety equipment.

ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting				X		2	<= 8
Standing				X		2-3	4
Walking				X		1	3
Change Positions?				X			

LIFTING AND CARRYING

- 1-20 lbs
- 21-50 lbs
- 51-75 lbs
- >75 lbs

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs			X		
51-75 lbs			X		
>75 lbs		X			

Maximum # lifted/carried without assistance 80 **Lifts/carries exceeding this weight are done with 2 people or lift device**

OTHER PHYSICAL REQUIREMENTS

- Bend/Stoop
- Twist
- Crouch/squat
- Kneel/Crawl
- Walk-Level surface
- Walk-Uneven surface
- Climb Steps/Ladder
- Work at heights
- Reach at or above Shoulder
- Use of Arms, Wrist
- Use of Hands grasping/squeezing
- Operate foot controls

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist		X			
Crouch/squat				X	
Kneel/Crawl			X		
Walk-Level surface				X	
Walk-Uneven surface			X		
Climb Steps/Ladder			X		
Work at heights		X			
Reach at or above Shoulder		X			
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing			X		
Operate foot controls		X			

ENVIRONMENT: Inside 70 % of time Outside 30 % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Employer Representative(s):

Print Name	Title	Signature	Date