



# Woeber **MUSTARD** Manufacturing Company

P.O. Box 388 • 1966 Commerce Circle • Springfield, Ohio 45501

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## WOEBER MUSTARD JOB DESCRIPTION

### PLANT SAFETY COORDINATOR

#### PRIMARY FUNCTION:

Responsible for ensuring the safety of the workplace by coordinating, administering, and implementing comprehensive training programs on occupational, industrial, and environmental safety.

#### RESPONSIBILITIES:

- Conduct inspections and safety audits in order to ensure compliance with environmental and occupational health and safety requirements.
- Develop, manage, and update workplace safety procedures, programs, and policies.
- Develop, implement, and maintain employee training programs.
- Establish and maintain safety and training records.
- Maintain a watch over the safety programs making sure they are good enough to offer requisite safety to employees.
- Work with the maintenance department to ensure all equipment is safe and in compliance with workplace safety.
- Respond to reported accidents-conduct investigation and prepare documentation to evaluate current best practices and recommend changes where necessary.
- Attend monthly Safety Council meetings and if not able to attend, make sure an alternate attends.

#### REQUIREMENTS:

- Excellent computer skills
- Great supervisory skills
- Responsible and organized
- Great leadership qualities
- Excellent communication and people skills
- Ability to work flexible hours as necessary

**Contact: Karissa Goodridge or Sonya Shaw**

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