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Division(s): Aluminum Extrusions  
Title: Health & Safety Manager- C  
Reports To: Plant Mgr - C  
Department(s) Manufacturing Administrat  
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Supervises: None  
Salary Grade:

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### SUMMARY OF POSITION

The Health & Safety Manager provides development and implementation of Health & Safety programs for the Carthage manufacturing facility. This position coordinates Health & Safety programs to ensure compliance with OSHA and other regulatory agencies; manages workers' compensation; provides necessary training to employees; promotes and maintains a positive and proactive safety management program to protect the health & safety of all employees/visitors.

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ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

#### **DUTIES:**

**(% time  
spent in  
Task):**

1. Administers Safety and Health Program for home based site:
  - \* Conducts employee safety-related training including all regulatory (lockout/tagout, bloodborne pathogens, PPE, HazCom, etc.) and new hire orientation.
  - \* Maintains Essential Job function analysis of all jobs to ensure proper return to work procedures followed.
  - \* Coordinates Safety Committee monthly meetings and follow-up actions or communications.
  - \* Coordinates safety audits and hazards assessments to reduce and/or eliminate accidents.
  - \* Coordinates total workers compensation system including case management, liaison for employee medical appointments, reviewing medical billing, managing return to work and transitional duty requirements, and ensuring all WC benefits and leaves of absence are recorded, communicated and properly handled with employees, HR and payroll.
  - \* Conduct/participate in accident investigations and ensure incident reports are completed and in a timely manner.
  - \* Ensures emergency preparedness response procedures are in place and followed including first responders, evacuation drills, and first aid room.
  - \* Responsible for health and safety recordkeeping including OSHA

logs, corporate reporting, work comp files, fitness for duty exam/post accident drug testing, and safety data analysis.

- \* Administers PPE program including issuance of safety glasses and safety shoes and all other required PPE.
- \* Responsible for annual employee hearing conservation testing and training requirements.
- \* Liaison with government agencies to oversee audits and ensure corrective actions are taken.
- \* Act as a lead in developing and promoting Safety Awareness Programs that would encourage active participation of plant employees.
- \* Review new equipment during installation and/or changes to ensure it meets safety/training requirements.
- \* Work closely with site management to resolve site safety needs.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This includes "thinking, concentrating, oral and written communication skills, working together with others to achieve group Key Result Areas, being able to work to deadlines, being able to come to work routinely and promptly, and being able to take and follow orders".

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.

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## PERSONAL PROFILE

	<u>Essential</u>	<u>Desirable</u>
1. Education	BS Degree in Safety or a related field	
2. Experience	5-7 yrs. Safety at Plant site including hands on training	7+ yrs. mfg. safety experience
3. Abilities/Skills	* Interpersonal Skills * Organization and Problem Solving Skills * Communication (Oral)	

- \* Communication (Written)
- \* Works well in a team environment
- \* Customer Focused
- \* Attention to detail
- \* Self Motivated
- \* Business Ethics & Values
- \* Planning Skills
- \* Time Management Skills
- \* Organizing Skills
- \* Flexibility
- \* Analytic reasoning abilities
- \* Interpersonal Savvy
- \* Good time management, planning, and organizing skills
- \* Accuracy
- \* Tactful, mature, flexible, and savvy
- \* Knowledge of OSHA & TOSHA regulations
- \* Ability to get along with diverse personalities
- \* High level of energy
- \* Computer skills (MS Word, Excel)

4. Licenses/  
Certifications      Valid State motor vehicle operator's license is required.

CSP-Certified Safety Professional

Certified Industrial Hygiene

5. Travel              Occasional overnight travel may be required as necessary via plane or car.

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## **KEY RESULT AREAS**

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## **PHYSICAL POSITION PROFILE**

### 1. Physical demands/types

- a. **Climbing:** Going up or down stairs, ramps, using feet and legs and/or hands and arms. Body agility is emphasized. 80% of time involved with this activity during a day.
- b. **Balancing:** Maintaining body balance to prevent falling when walking, standing or crouching. 10% of time involved with this activity during a day.
- c. **Stooping:** Bending body downward and forward by bending at waist. This factor is important if it occurs to a considerable degree and requires full use of the legs and back muscles. 10% of time involved with this activity during a day.
- d. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. 10% of time

involved with this activity during a day.

- e. Crouching: Bending the body downward and forward by bending leg and spine. 5% of time involved with this activity during a day.
- f. Grasping: Applying pressure to an object with the fingers and palm. 5% of time involved with this activity during a day.
- g. Reaching: Extending hand(s) and arm(s) in any direction. 50% of time involved with this activity during a day.
- h. Standing: Particularly for sustained period of time. 80% of time involved with this activity during a day.
- i. Walking: Moving about on foot to accomplish tasks, particularly for long distances. 80% of time involved with this activity during a day.
- j. Pushing: Using upper body to press against something with steady force in order to thrust forward, downward or outward. 5% of time involved with this activity during a day.
- k. Pulling: Using upper body in order to draw, drag, haul or tug objects in a sustained motion. 5% of time involved with this activity during a day.
- l. Lifting: Raising objects from a lower to a higher position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper body and back muscles. 10% of time involved with this activity during a day.
- m. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. 50% of time involved with this activity during a day.
- n. Feeling: Sensing objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. 10% of time involved with this activity during a day.
- o. Talking: Expressing or exchanging ideas by means of speaking. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. 75% of time involved with this activity during a day.
- p. Hearing: Perceiving the nature of sounds with no less than a 40 db loss @500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral, communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts. 50% of time involved with this activity during a day.
- q. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers. 15% of time involved with this activity during a day.

## 2. Physical demand/degree

- a. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## 3. Visual Demand

- a. Machine Operators (including inspection), inspection, close assembly, clerical, administrative: This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly of fabrication of parts at distances close to the eyes.

## 4. Physical Surroundings

- a. The worker is subject to both environmental conditions: Activities occur inside and outside.

- b. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

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### TOOLS/EQUIPMENT USED

1. Computer
2. Printer
3. Microsoft Office Suite Software
4. Copy Machine
5. Fax
6. Calculator
7. Company vehicle
8. Telephone
9. Digital Camera & Software
10. Video, multi-media
11. Noise meter, light meter, dosimeters
12. E-Mail
13. Internet searching
14. Outlook calendar