

# SAFETY SPECIALIST

Empire Comfort Systems  
Belleville, IL

## Overview

Provide leadership for the planning, implementation and operation of the organization's Safety System. Responsible for supporting the evolution of our safety culture, empowering employees and reducing work related injuries and illnesses. Responsible for instituting proactive measures to maintain the safety and health of employees and company facilities that are in compliance with regulatory agency guidelines and company policies.

## Responsibilities

- Develop and maintain safety and environmental policies and programs that meet the requirements of governmental regulations, including local, state and federal (OSHA, EPA). Audit as needed to verify compliance and good practices.
- Ensure the effective implementation of a Safety Orientation program for new hires.
- Organize, coordinate and conduct training on safety topics and programs, including required re-training on First Aid/CPR, first responder and AED certification. Maintain current training records for all employees.
- Promote accountability at the floor level by encouraging employee ownership for safety, including the participation and oversight of safety committees.
- Coordinate reporting of all workplace accidents and powered industrial truck accidents. Ensure that first aid and medical assistance are provided for employees as needed.
- Identify, investigate, document and provide guidance relative to root cause and corrective action for incidents, employee safety programs, and compliance.
- Work with Human Resources and Operations to manage the company's worker compensation program, including claim investigation, documentation and the return to work program.
- Compile, monitor and analyze data to develop and implement programs designed to improve safety results.
- Coordinate job hazard assessments and recommend measures to control exposures, including substitution of less hazardous materials, use of PPE (personal protective equipment), work practice changes and engineering controls. Define and communicate proper PPE needed for each area and ensure PPE supplies are available for all employees as needed
- Coordinate the facility's Emergency Action Team and maintain the Emergency Action Plan.
- Maintain all operations Safety Data Sheets (SDS)
- Coordinate snow and ice removal activity with external and internal resources.
- Perform all other duties as assigned.



SINCE 1932

# SAFETY SPECIALIST

## Skills/Qualifications

- Bachelor's degree preferred
- Professional certification preferred
- 3-7 years experience in a manufacturing environment
- History of effectively working in a team environment
- Strong background in safety program implementation and worker's compensation claim management
- Must possess a working knowledge of federal, state and local laws and regulations pertaining to Occupational Safety and Health Administration
- Professional and tactful with ability to maintain confidentiality
- Excellent organizational skills
- Strong training and coaching skills
- Able to work flexible hours
- Excellent written and oral communication skills
- Proficient with Microsoft Office software (i.e. Excel, Word, Outlook)

## Benefits

- Health/vision/dental
- Life insurance
- 10 scheduled holidays

## How to Apply

Send a resume and cover letter to [jobs@empirecomfort.com](mailto:jobs@empirecomfort.com). Please include "Safety Specialist" in the email subject line.

