

Safety Compliance Coordinator

For more than 20 years, Pacific Nutritional Foods, Inc. (PNF) has focused intensively and exclusively on one main philosophy: *We place the highest priority on meeting and exceeding customers' expectations. At PNF, we aim to promote a healthy and nutritious diet to be enjoyed by our customers, while ensuring the safety of food products we supply.*

We are one of the few companies in the world that manufactures long shelf life tofu products.

From the point of view of the expanding health food market and securing of food resources, now more than ever, soy is gaining the attention as a meat alternative.

Our goal is to provide quality products, meet demands, and exceed our customers' expectations all over the world so that consumers can enjoy our soy products.

Position Summary

This position will work directly with management and staff to improve training and knowledge in all areas for safety in and around the manufacturing facility and administer the Pacific Nutritional Foods (PNF) Safety Program, developing consistent and uniform safety practices in alignment with the organizational business philosophy and business needs. This is a part-time position, regularly scheduled for 12 hours per week (4 hours/day Monday, Wednesday, Friday), although additional hours may be needed at times.

Essential Functions

- * Collaborate with department managers, supervisors, and senior management team to develop, update, implement, and oversee the PNF Safety Program and related policies and procedures, including revisions as necessary.
- * Coordinate State and Federal OSHA compliance programs and serve as PNF's key liaison with OSHA and other safety-related organizations.
- * Develop accident-prevention and loss-control systems and programs in combination with the PNF Safety Program and related policies and procedures.
- * Conduct hazard evaluations; perform analysis of equipment, materials, processes, and facilities and make applicable recommendations; communicate with all employees in support of risk reduction. Maintain appropriate documentation for all matters.
- * Organize and conduct audits of facilities, work areas, and equipment to ensure compliance with organization, local, state, and federal safety regulations. Identify and implement corrections needed and perform follow-up inspections.
- * Develop and administer safety training programs for all employees, including new hires and temporary employees.
- * Lead required annual safety training programs (e.g., hearing conservation, personal protective equipment, lockout/tagout, forklift certification, fire drill, confined space).

- * Investigate incidents, analyze data, and report to management with recommendations for minimizing possible recurrence; also maintain accident/incident files.
- * Responsible for scheduling and overseeing forklift repairs, maintenance, and upkeep.
- * Coordinate with Human Resources to ensure that occupational illnesses and injuries are reported, thoroughly investigated and that root causes are addressed.
- * Work with Human Resources on Workers' Compensation matters, return-to-work programs, and OSHA recordkeeping and reporting.
- * Stay current on standards, laws, regulations, and technical developments that affect the safety consideration of all operations and employees.
- * Ensure that the PNF Materials List and Safety Data Sheets (SDS) are accurately maintained and updated.
- * Develop and maintain knowledge of facilities, equipment, processes, and material handling in all assigned areas as they pertain to safety matters.
- * Maintain plant sanitation and personal hygiene by adhering to the Good Manufacturing Practices (GMPs) as outlined for food processing facilities.
- * Serve as an employer representative on Safety Committee and lead related activities.
- * Regular and predictable attendance is an essential function of the job.

Requirements

- * Bachelor's degree in related field or equivalent combination of education and experience that provides the knowledge, skills and abilities required to perform the essential functions.
- * 3 years' progressively responsible experience with OSHA compliance, developing and administering safety programs, preferably in a manufacturing environment. Previous experience in Food Processing industry desirable.
- * Thorough knowledge and understanding of OSHA workplace safety regulations and other related policies and guidelines.
- * Ability to interpret and communicate technical information in an understandable manner to audiences with varying levels of education and safety knowledge.
- * Requires strong interpersonal and communication skills (verbal and written), professional ethics, tact, and courtesy in dealing with people.
- * Working knowledge of MS Office programs.
- * Ability to multi-task with attention to detail.
- * Maintain a positive work atmosphere by acting and communicating in a manner which facilitates positive working relationships with customers, vendors, co-workers and management.
- * Comfortable presenting detailed information in person or to larger groups.
- * High level of confidentiality and discretion required.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job classification. The statements are not intended to

be an exhaustive list of all responsibilities, duties and skills required of employees so classified. All employees may be required to perform duties outside of their normal responsibilities, as needed.

Work Environment

Many job duties will be performed in the Production area. Heavy equipment and moving parts are present in these locations. Potential hazards involving this job are:

- * Risk of electrical shock.
- * Exposure to toxic and caustic chemicals.
- * Fumes and other airborne particles.

Physical Demands

The following physical demands are representative of what is required by an employee to successfully perform the essential functions of the job during a typical workday. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES

- * Reaching above shoulder level - Frequently (34%-66%)
- * Stooping - Occasionally (0-33%)
- * Working in kneeling position - Occasionally (0-33%)
- * Crawling - Occasionally (0-33%)
- * Climbing stairs - Frequently (34%-66%)
- * Climbing ladders - Occasionally (0-33%)
- * Climbing inclines - Occasionally (0-33%)
- * Climbing while carrying objects - Frequently (34%-66%)
- * Standing - Frequently (34%-66%)
- * Walking - Frequently (34%-66%)
- * Sitting - Continuously (67%)
- * Pushing or pulling - Frequently (34%-66%)
- * Twisting - Frequently (34%-66%)
- * Bending - Occasionally (0-33%)

LIFTING ACTIVITIES

- * Constant lifting: <1 hour/day, 20-50 pounds
- * Interrupted lifting: <2 hours/day, 20-50 pounds
- * Lifting above shoulder level: <2 hours/day, 20-50 pounds

MISCELLANEOUS ACTIVITIES

- * Driving car to other local warehouse for testing
- * Driving forklift – will also train employees
- * Working near hazardous equipment
- * May occasionally walk at heights

Pacific Nutritional Foods is an equal opportunity employer. A pre-employment background check and drug screen are required.

PNF offers competitive benefits and salary and offers 100% paid medical, vision & dental for employee coverage. Benefits begin on the first day of the month following 60 days of employment.