



**Position: Medford Particleboard Safety Superintendent**

Posting Date: February 9, 2018

Expiration Date: February 23, 2018

Reports To: Dave Pope

Location: Medford Particleboard

Recruiting Contact: John Underwood

Contact Phone: 541-618-3644

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**POSITION SUMMARY**

Provides Medford Particleboard with overall coordination of Safety and Health initiatives, policy and procedures. Coordinates training, incident investigations, audits, policy development and implementation. Provides overall guidance to ensure compliance with state and federal Safety and Health regulations. Works diligently as a member of Plant Management team.

**MAJOR TASKS**

- Provides technical Safety and Health support to production and personnel at the Medford Particleboard Plant. Will be a mentor and promoter of Safety.
- Develops Safety and Health programs and objectives and coordinates Safety training programs and supports Plant and Regional Safety Committees.
- Monitor Safety and Health regulations and provide technical support to plant and personnel to ensure compliance with Federal and State Safety and Health regulations and corporate policy.
- Key responsibilities include overall communication with team, conduct/participate in Safety meetings, participate in weekly hazard report meetings, main BasicSafe coordinator, lead plant Safety audits, coordinate outside contractors while working with maintenance department, coordinate emergency response drills, coordinate outside trainings, be an advocate of Building Safety Into Projects (BSIP) and have a strong influence in plant Safety culture.
- Maintains and administers Safety programs such as Fire Protection, Safety Data Sheets, Job Safety Analysis, Annual Noise Survey, Hearing Protection, IH Testing, Respiratory Program, PPE, First Aid, Confined Space, Mobile Equipment (Forklift, Loaders, etc.), LOTO (including periodic LOTO inspections, training, placing in BasicSafe format), Fall Protection, Hazard ID, At-Risk Assessment Program, Pedestrian Safety, Housekeeping, forms/ processes and other Safety related programs.
- Confirms updated/current data, files and information in the BasicSafe Safety management software. Ensures current training and compliance records for production/personnel. Responsible for TP/OSHA training topics development.
- Coordinates return to work assignments for workers requiring temporary modified duties.
- Provides New Hire orientations and training. Responsible for supporting management in enforcing company policies and procedures.
- Coordinates incident investigations and follow-up on corrective measures. Uses continuous improvement methods to improve Safety programs and practices at Particleboard.
- Performs Safety audits/inspections and ensures follow through of identified action items.
- Coordinates Industrial Hygiene to include sampling, monitoring and recordkeeping.
- Represent Safety in all Capital and Non-Capital projects.
- Be a support agent for Ampine's Safety, working with Ampine's Safety/HR and Environmental Manager
- Work cohesively with the Medford Hardwood Plywood Safety, Maintenance and Plant Management.

**SKILL REQUIREMENTS**

BA/BS degree in Occupational Safety and Health (OSH), Business Administration, Operations Management or related field with 5-7 years of supervisory experience preferred. An equivalent combination of education and experience may substitute for degree. 3+ years of Wood Products or other manufacturing environment preferred. CSP/CIH/ASP preferred. Computer skills required, including the ability to use Microsoft Office (Word, Excel, Power Point, Outlook, etc.), and the ability to learn and use company specific software, including BasicSafe, as well as others that may be introduced.

**THIS POSITION IS BEING POSTED INSIDE THE COMPANY**

Timber Products Company is an Equal Opportunity Employer. This description provides general information about the functions and principal duties of the job. It is not a detailed description of all the work requirements of the job. All work requirements are subject to possible modification to reasonably accommodate individuals with disabilities.