



"Working with you"

Progressive Ag Center, LLC

Job Title: Safety Director **Posting ID#:** 1120417
Location: Stewartville, MN
Hiring Manager: Glenn Lutteke, General Manager (507) 533-4222
Submit Resume's to: Cheryl Simpson, HR Supervisor, csimpson@allamericancoop.com

Job Summary:

The Safety Director is responsible for the development, implementation, training and documentation of employee and work safety at All American Co-op Progressive Ag Center locations. The safety director is responsible to ensure state, federal and company policies and regulations are followed.

Job Responsibilities:

- Develop and conduct up-to-date and current safety and compliance training to educate employees at all locations on job safety, health hazards, emergency action plan, risk management system and methods of reducing and/or eliminating workplace hazards to maintain compliance with federal, state, partner/vendor, insurance and Co-op requirements.
- Perform location inspections. Review results with management and employees to prioritize discovered issue correction and secure options and costs of proposed corrections.
- Facilitate quarterly (or more often if needed) safety committee meetings utilizing minutes and agendas. Keep committee members on track and focused on the issues assigned, and document progress.
- Assist managers/supervisors with accident investigations (injuries, vehicle accidents and property damage) and safety complaints or concerns from employees. Together determine root causes and corrective action plans, and maintain files of such reports and responses.
- Facilitate relationships with regulatory personnel and agencies (state, federal, insurance, etc.); provide compliance information and respond to any concerns they may have. Lead efforts to correct environmental, safety and health problems identified.
- Manage safety training records and other documents/files (DOT and fleet safety files, DOT driver files, drug and alcohol testing files) at locations and ensure they are kept up-to-date and complete with information needed for regulatory and/or Co-op requirements.
- Complete recordkeeping and reporting for company regarding OSHA, EPA, Chemical Tier 2, DHS.
- Perform license, certification and registration requirements for all locations, products and operations.
- Demonstrate work habits that develop, build and support team concept within the Co-op.
- Perform other related duties as needed or assigned

Job Requirements:

- Working knowledge of OSHA, EPA, DOT, MN Dept of Ag, NFPA codes, and liability/insurability issues as pertains to the agriculture industry.
- Strong verbal, written, analytical and leadership skills, ability to interact with all levels of employees and management, and ability to speak in front of groups.
- Ability to sit, stand, walk, bend, occasionally lift up to 60 lbs, climb ladders and operate equipment needed to inspect facilities, including performing position at heights.
- Hold a valid driver's license for the state in which they reside

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.