



## Safety Coordinator

**Position Title:** Safety Coordinator  
**Reports To:** Sr. Safety Manager  
**FLSA Status:** Salary—Exempt  
**Date Effective:** December 10, 2020

### About Us:

Trillium Farms is among the world's ten leading producers of eggs and egg products, with operations in proximity to Columbus, Ohio. Our fully-integrated operations raise chicks, young hens, and laying hens. To ensure our eggs are fresh, safe, and wholesome when they reach our customers, we produce and process more than 2 billion eggs right on our farms.

Our farms are committed to the passionate adherence to animal care standards for our flocks. We believe in responsibly operating our farms to help protect the environment, being good neighbors in our communities, and producing the safest, highest-quality eggs for our consumers.

We offer competitive wages, a compensation program with excellent benefits, including 401K, health, dental, Short Term Disability and life insurance.

Our business is built on one team sharing the following Guiding Principles and Core Values:

- |                           |                      |               |
|---------------------------|----------------------|---------------|
| 1. Servant Leadership     | 7. Recognition       | 1. Service    |
| 2. Continuous Improvement | 8. Initiative        | 2. Community  |
| 3. Efficiency             | 9. Safety & Security | 3. Respect    |
| 4. Stewardship            |                      | 4. Integrity  |
| 5. Quality & Compliance   |                      | 5. Ownership  |
| 6. Execution              |                      | 6. Excellence |

### Job Summary:

The Safety Coordinator supports our Safety Department and facilities by coordinating the company's safety programs to ensure compliance with all Federal and State OSHA regulations. This person is also responsible for coordinating program functions to ensure that all paperwork is processed timely and in accordance with company policy.

### Essential Job Functions:

- Ensure safety compliance to State and federal health and safety standards.
- Conducts routine and follow-up safety and hazard inspections of facilities.
- Maintain records of facilities inspections, corrective actions, training documentation, and document control.
- Promote and maintain a safe work environment.
- Assists in the development and implementation of safety programs, policies and procedures in multiple areas of operations in the facilities.
- Assist in the development and help conduct the training required for all employees in all areas of health and safety standards.
- Assist in the investigation of accidents and incidents to identify their root causes and to determine how they might be prevented in the future along with analyzing accident and incidents for trends.
- Assist in completing all required documentation, paperwork, and recordkeeping.
- Assist with coordination of inspections, assessments, surveys, and program evaluations to identify potential hazards, and ensures compliance with all applicable safety and environmental rules.
- Assist Safety Manager in all safety compliance regulation needs.
- Other duties as assigned

**Qualifications:**

- 4-Year College Degree OR related field experience equivalent to the degree.
- Bilingual (Spanish & English) preferred
- 30 Hour OSHA for General Industry Certificate.
- Experience dealing with regulatory agencies (i.e. OSHA, BWC and USDA).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to gather data, compile information and prepare reports and required documentation.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to develop, implement and enforce safety programs and protocols.
- Competent in the Microsoft Office Suite of products (Word, Outlook, Excel).
- Ability to work irregular hours including nights and weekends.
- Ability to work in various climate conditions including extreme heat and cold environments, walking, standing and sitting for long periods of time.

**Work Environment:** This role involves considerable exposure to dust, dirt, fumes, and noises. Individuals are also exposed to irritants, long hours, and inclement weather.

**Travel Required:** Minimal

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds*

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as assigned to meet the ongoing needs of the organization. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.