

Job Title: GA/HR Specialist – Safety & Environmental	Shift: 1st
Department: Safety/Env/Facilities	Reports To: Manager, EHS & Facilities
Salary Status: Exempt	Date Posted: 6/18/24
POSTING #: 24-09	Deadline for Bidding: 7/2/24

	<h1>JOB DESCRIPTION</h1>	

Job Title	General Administration & Human Resources (GAHR) – Specialist- Safety & Environmental
Reports To	Department Head, EHS/Facilities
Pay Classification	Exempt

Job Purpose	Overview (Summary) Plans, directs, and implements organization safety, health and environmental programs to ensure safe, healthy, and accident-free work environment by performing the following duties.
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Essential Job Duties	<ul style="list-style-type: none"> Plans and implements safety policies and procedures in compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations. Responsible for implementing ISO-14001 Environmental Standards and for maintaining those standards and all records associated. Plans and implements programs to train managers and employees in work site safety practices, included but not limited to, fire prevention, and correct handling techniques for chemicals, toxins, equipment, and other materials. Prepares studies and analyses of industrial accident causes and hazards to health for use by company personnel and outside agencies. Inspects organization facilities to detect existing or potential accident and health hazards, determines corrective or preventative measures where indicated, and follows up to ensure measures have been implemented. Provides information, signs, posters, barriers, and other materials to
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	<p>warn of potential and actual safety hazards and to prevent access to hazardous conditions.</p> <ul style="list-style-type: none"> • Leads the investigation of accidents and injuries and cooperates in the preparation of material and evidence for organization use in hearings, lawsuits, and insurance investigations. • Compiles and submits accident reports required by regulatory agencies. • Oversees the administration of Workers' Compensation program, including working with the insurance carrier to reduce employee lost time. • Prepares and arranges safety exhibits and material for display, promotional work, industry conferences, and exhibitions. • Represents the organization in community or industry safety groups and programs. • Responsible for participating in the company 5S program, including training, audits, reporting etc. • Create and present presentations on various topics. • Maintains safety files and records. • Oversees numerous Safety organizations and committees. • Support and communicate with other departments as needed. • Flexibility to work in multi-language environment. • Proven ability to work independently, when needed; and manage multiple projects. • Performs other related duties as required and assigned.
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<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> ▪ Working knowledge of federal and state OSHA Standards. ▪ Experience in workplace accident prevention and investigation. ▪ Autonomy - Ability to work independently with minimal supervision. ▪ Detail Oriented - Ability to pay attention to the minute details of a project or task. ▪ Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace. ▪ Resilient - Ability to recover from, or adjust to, misfortune or setbacks. ▪ Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative. ▪ Technical Aptitude - Ability to comprehend complex technical topics and specialized information. ▪ Working Under Pressure - Ability to complete assigned tasks under stressful situations. ▪ Must be able to work any shift and overtime as required and necessary. ▪ Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. ▪ Ability to write reports, business correspondence, and procedure manuals. ▪ Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. ▪ Ability to define problems, collect data, establish facts, and draw valid conclusions. ▪ Ability to use thinking and reasoning skills to solve a problem. ▪ Recognize and define problems, collect data, and develop conclusions. ▪ Ability to read and follow work instructions, procedures and policies. ▪ Receptive to training and performing functions in multiple areas. ▪ Maintain a clean, organized and safe work environment; responsible for proper waste disposal. ▪ Must be able to successfully function within a team environment and be able to adapt to change. ▪ Communicate effectively with others using both oral and written
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	communication skills.
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Personal Characteristics	<ul style="list-style-type: none"> • Honest and Good Character • Dependable • Resilient • Accurate • Consistent • Organized • Self-Motivated • Self-Aware • Continuous Improvement Attitude • Strong Safety Mindset
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Education	Bachelor's degree (B. A.) from four-year college or university is highly preferred. Must obtain CPR/First Aid certification upon hire. Any other certification required by state and federal regulation or deemed necessary by the Company
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Experience	Minimum of 2 years experience in manufacturing environment, preferably in a safety responsible role, is preferred. Willing to train new graduate.
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Travel Requirements	May be required to travel to Kodak as necessary.
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Work Environment	This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.
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Physical Demands	See Physical Demands
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