

Safety and Training Supervisor

The Safety and Training Supervisor is the advisor regarding safety and training. Through a collaborative relationship with the operations leadership team, this role will help design and implement safety and training programs, as well as track and measure our results. The Safety and Training Supervisor has a keen eye for excellence in the distribution space and proposes new ideas to help us continuously improve and maintain all required regulatory and legal aspects of safety in a warehouse environment.

Duties and Responsibilities

- Review and track each facility's progress with the corporate safety program and ensure compliance with applicable laws, regulations, and company requirements.
- Conduct periodic safety audits for each location and report findings to the operations team to work together to propose and implement countermeasures.
- Maintain safety documentation to ensure compliance with applicable laws including PPE matrix, Job Safety Analysis documents, and OSHA 300 logs.
- Train operations leaders on incident reporting, root cause analysis, and other key safety topics.
- Process job related accident reports, assist with workplace injury responses, and file workers' compensation claims.
- Send out safety updates and present safety metrics to a variety of audiences.
- Participate on the Safety Committee.
- Audit/research training errors and propose solutions for reducing training errors in the future.
- Train employees in safety standards and preferred methods.
- Lead management reviews and participate in internal and external site audits (including insurance initiatives and other standards).
- Collect, organize, and analyze data regarding both safety and training and propose continuous improvement projects to improve both.
- Conduct an annual review of our safety and training programs to ensure they are meeting our internal and external customer needs and delivering results.
- Collaborate with operational leadership and develop on-boarding strategy and lead the execution of on-boarding programs for distribution facilities, as well as other departments as needed.

Physical Demands

- While performing the duties of this job the employee will be required to stand, walk, use hands and fingers, reach with hands and arms.
- This position may require you to stoop, kneel, or crouch as it relates to product handling and distribution, and must regularly lift and/or move up to 50 pounds.
- This position will be regularly exposed to moving mechanical parts.
- This position will be exposed to extreme heat and extreme cold including climates consistent with outside weather conditions.
- This position requires the ability to sit for prolonged periods of time and utilize a computer, smartphone, and radio device.

Job Requirements

- BA/BS in Business Administration, Supply Chain, Logistics, or a closely related field or at least 4 years of relevant work experience.
- At least 2 years of relevant work experience within a warehousing or manufacturing work environment required.
- Minimum 2 years of experience in a training or safety position, experience with both, preferred.
- Strong written and verbal communications skills and ability to design and present presentations and training on multiple complex topics to a variety of audiences.
- Ability to influence and work collaboratively with others at all levels of the organization.
- Strong decision-making and problem-solving skills, attentive to details, able to work well under pressure and able to meet deadlines as required.
- Must be flexible with hours willing to work to complete projects.
- Strong data analysis skills including an intermediate to advanced understanding of Microsoft Excel.
- Team player who's passionate, accountable, curious, decisive, and empathetic. A strong listener that is obsessed with exceeding expectations.
- Able to quickly establish credibility, build working relationships with people across the organization and take input from others.
- A positive attitude and flexibility in how work gets done and the priority of what gets done.
- A commitment to the customer and the ability to communicate, persuade, and build relationships internally to foster a commitment to customers amongst our employees.

Position reports to VP of Finance