

Employment Opportunity – Safety Coordinator

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is recruiting for a Safety Coordinator. This position is located in Sandersville, Georgia.

MAJOR DUTIES:

Safety Management

- Assist the Safety Manager in the execution of the Safety & Health objectives and goals established by the President's Safety Team.
- Periodically perform site visits to all working locations to check for safe work areas and discuss safe working practices with the employees.
- Participate in monthly Plant Safety Assessments as a member of the Assessment Teams and provide assistance to the Plant Safety Steering Committees each month to stay focused on achieving the safety objectives.
- Ensure all safety policies, procedures, and protocols are updated and effectively implemented throughout the company.
- Foster open line of communication on safety issues related to employees, contractors and management by being accessible in the workplace.
- Work with the Safety Manager and Operations Managers to ensure safety policies are implemented and followed.
- In the event of an accident, ensure that employees receive prompt and adequate first aid and/or medical care, ensure required drug screens are done, and ensure that a full and complete accident investigation is done and recorded appropriately and any corrective actions are completed.

Training

- Assist with the development of materials & content for the required Annual Safety Training (MSHA 8 hrs Annual Refresher requirement) and participate as a subject matter trainer.
- Conduct required New Hire Safety Orientation and Thiele Site Hazard Awareness Training as needed throughout the year.
- Assist all managers and supervisors with performing incident investigations. Follow up on each investigation. Assist the Safety Manager with the investigation of all serious incidents with potential for lost time.
- Assist all departments with implementation of safety rules and regulations.

Compliance

- MSHA Site Inspections: Participate in the inspection process ensuring sufficient and effective resources are assigned to accompany MSHA inspectors during the inspections. Follow through with correcting all citations and all other issues identified.
- Assist if needed in ensuring completion of necessary MSHA paperwork such as quarterly reports, accident reporting, training plans updates, etc. Become proficient in Workers' Compensation: Safety Department manages all workers' compensation claims from reporting to final closure. Includes adherence to the Return-to-Work Policy and coordinating with Human Resources.
- Provide assistance for each plant's monthly Area Safety Assessment & follow up during the Monthly Safety Meetings. Attend and participate in an Area Safety Assessment each quarter at each facility to gauge the effectiveness of the Teams.
- Coordinate with the Safety Manager on maintaining the SDS 3E system by ensuring all new SDSs are entered and all SDSs are up to date and valid.

SKILL REQUIREMENTS AND QUALIFICATIONS:

- Business or Technical Degree Preferred
- Experienced in MSHA standard preferred; OSHA standards acceptable
- Excellent written and oral communication skills are a requirement
- Effective and dynamic training skills
- Ability to build trust, build purposeful relationships, and effectively motivate all levels of an organization
- Excellent organizational skills
- Outstanding observation ability and attention to details
- Proficient in Microsoft Word, Excel and Powerpoint
- Ability to identify & mitigate hazards.
- Follow and train others on safety policies, procedures, and protocols.

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to latonya.martin@thielekaolin.com. **Please note "Safety Coordinator" in the subject line.** Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

