

## 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 [careers@thielekaolin.com](mailto:careers@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.**

