

# Occupational Health and Safety Specialist

**Location: LAS VEGAS**

## POSITION PROFILE

We are looking for an Occupational Health & Safety Specialist to ensure compliance with company, state, and federal safety policies and regulations. Responsibilities also include documenting safety inspections, citing dangerous areas/procedures and recommending corrective procedures, and maintaining safety equipment supply and availability. Has knowledge of commonly-used concepts, practices, and procedures regarding general industry safety.

Reporting to the Operation Director and functional link with the health and safety team from Corporate Headquarters, the successful candidate will be responsible for:

## KEY FUNCTIONS AND RESPONSIBILITIES

- Research, develop, implement, and evaluate the organization's health & safety programs, procedures, facilities and equipment by conducting inspections to identify unsafe conditions and to implement safeguards and solutions, including ergonomics.
- Inspect, test, and evaluate workplace environments, equipment, and practices to ensure they comply with all federal, state, local and company safety policies and procedures.
- Create and facilitate health & safety engagement through teams and committees needed to accomplish established targets and objective.
- Perform job hazard assessments and recommend measures to control exposures, including substitution of less hazardous materials, personal protective equipment (PPE), work practice changes, and engineering controls.
- Prepare required reports, plans, and other government health & safety filings and ensure timely and accurate submission.
- Participate in incident and accident investigations to identify their causes and how they might be prevented in the future.
- Conduct training & educate employees on a variety of topics, while remaining up-to-date with any changes to laws and regulations that impact the organization.
- Assists in the coordination and completion of monthly safety inspections, as well as annual training requirements.
- Focus on continuous improvement to achieve improved health & safety performance
- Conduct new hire safety trainings during the onboarding process.
- Coordinates and maintains relationships with outside vendors regarding all health & safety related protocol and products.
- File and organize health & safety documents.
- Performs other duties as assigned.

## QUALIFICATIONS

The ideal candidate possesses:

- Must have High School diploma or GED
- 2-3 years in proven experience administering Safety in a manufacturing setting preferred
- Associate's Degree (two year college or technical school) in Occupational Safety, Engineering, or other related field preferred.
- Industry certification e.g. CSP, ASP, OHST, SMS
- Minimum experience required: one to three years of related experience
- Current OSHA 30, First Aid, CPR preferred
- Must be able to read and write in English and possess proficient writing skills
- Bilingual skills is a plus, but not required: English & Spanish
- Must have reliable attendance and willing to work flexible hours when needed
- Ability to influence all hierarchical levels
- Pro-active, initiative, able to move forward and put in place

## EMPLOYMENT CONDITIONS

We are offering competitive and advantageous conditions

The selected candidate will benefit integration at our plant and we plan a collaboration with our staff in our Corporate Headquarters.