



## Safety Coordinator – Greenville

### Position Description:

Responsible for managing comprehensive safety, health, and environmental management programs for manufacturing facilities in Greenville, MI. This position will provide leadership to assure compliance with all applicable health, safety, and environmental standards, and improve and implement safety performance.

### Duties will include:

- Assist in maintaining a comprehensive safety program to ensure a safe, healthful, and accident free workplace.
- Promote facility compliance with local, state, and federal standards, review new and proposed legislation, and update management on new legislation affecting company facilities and operations.
- Meet all regulatory standards and deadlines with accuracy and precision.
- Develop and implement safety policies and procedures in accordance with local, state, and federal safety and environmental standards.
- Maintain a site-specific safety, health, and environmental policy manual for multiple facilities.
- Conduct training programs for all employees at all levels in the company.
- Actively coach employees on unconditional safety awareness, hazard recognition, and resolution of safety related issues.
- Ensure that occupational illnesses and injuries are immediately reported, thoroughly investigated and promptly addressed, consistent with corporate and business unit standards.
- Administer worker's compensation program.
- Identify hazardous conditions/actions and recommend and follow up corrective measures.
- Lead and participate in safety meetings and safety, health, environment, and security audits.
- Maintain and grow emergency response process (procedures, equipment and people through membership in the ERT). Provide leadership to the ERT team, ensure required training, skills & procedures and promote participation, attendance, dedication and sense of pride.
- Direct safety orientations for new employees; administer plant hearing conservation assessments, safety training, industrial hygiene monitoring and equipment maintenance; hazard communication program (MSDS inventory) and quarterly workers' compensation file review with insurance carrier.
- Oversee environmental waste disposal and recycling activities.
- Interact with local police and fire to create positive relationship and ensure they have proper knowledge to support.
- Support corporate quality assurance and continuous improvement activities.
- Work with employees within all levels of the organization.

### Required Qualifications:

- Bachelors Degree in a safety, environmental, or engineering field with 4-7 years of hands-on experience developing and implementing comprehensive safety, health, and environmental programs in an industrial setting.
- Thorough knowledge of state and federal safety and environmental regulations. Familiarity of building and fire codes (ICC & NFPA) preferred.
- Certification in First Aid/CPR/AED, Certified First Aid/CPR Trainer preferred.
- ISO 14000 experience a plus / ISO/QS Quality experience a plus.
- Experience with "behavioral safety" programs
- Excellent computer skills required.
- Extensive training experience in safety and environment subject matter required.
- Industrial hygiene experience preferred.
- Must be able to perform moderate physical labor and wear personal protective equipment on the job.
- Excellent verbal, presentation, and written communication skills
- Qualified Laser Safety Officer is a plus
- Supervisory experience.

**Please contact Heather DeKorte if you are interested in applying for this position at: [hdekorte@uni-solar.com](mailto:hdekorte@uni-solar.com)**

We are a drug free workplace and an Equal Opportunity Employer. **EEO/AA/VEO**  
Benefits include medical, dental, vision, and life insurance.

