

HUMAN RESOURCES DEPARTMENT MANUAL
POSITION RESPONSIBILITIES OUTLINE**Position: Safety Specialist****Supervisor: Safety & Health Manager****Department: Safety****Location: Aberdeen****Major Responsibilities:**

Implements and maintains safety programs, including written compliance programs for VCM, lead, energy isolation, confined space entry, PPE, and respiratory protection.

Coordinates maintenance of the plant's Hazcom program. (MSDS upkeep – ensures approval and DMS loading)

Participates in plant and company Safety & Health Audits. On the plant level, this shall include preparation for audits, coordination of the actual audit, and responding to findings as identified by the audit.

Provides leadership in the plant's emergency response teams, and participates as a responder in the plant's transportation response team. In addition to the Aberdeen site, this position provides emergency response leadership within the compound division.

Maintains compliance with the contractor element of Process Safety, conducting contractor audits and verification of contractor safety training and safety programs.

Participates in and leads incident investigations; also conducts action item follow-up to provide closure on all investigations.

Develops and provides regulatory compliance training for many topics including forklift safety, scaffold safety, VCM, lead, PPE, etc.

Serves as a field resource to directly administer industrial hygiene sampling and maintains plant data in the IHS system.

Assist in the administration of regulatory required medical screening in the Aberdeen Plant.

Provides field safety support during plant outages and other periods of intense work to improve safe work practices.

Provides daily field presence to support plant safe work.

Serves AS plant Asbestos Abatement Supervisor

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POSITION RESPONSIBILITIES OUTLINE**Scope:**

The Safety Specialist's primary responsibility is assisting the Aberdeen Safety & Health Manager with the implementation and maintenance of the plant's safety and health programs. This position works closely with all plant employees evaluating jobs and tasks to develop improved methods for working safely while maintaining compliance with applicable federal regulations. Although the Safety Specialist is primarily focused on the Aberdeen Plant, this position also consults with other locations to provide input on improved safety processes throughout the company.

Personnel SupervisedExempt _0_ Hourly _0_
Non-exempt Sal _0_ Contract _0_**Experience:**

Bachelor of Science degree Industrial Safety or related field from an accredited university; or a four-year college degree with 5+ years of chemical plant or safety experience.

APPROVALS:_____
Supervision Date_____
Human Resources Date_____
Plant Manager Date

The preceding is an outline and should not be construed as being all inclusive.