



## Safety Specialist

### Job Description

#### **General Description:**

This position serves as a designated safety representative for the company. They will be responsible for influencing safe behavior and inspiring commitment on the part of all personnel.

#### **Responsibilities:**

- Maintain OSHA compliance in all procedures and policies
- Provide initial new-hire safety training and follow-up
- Conduct all accident, incident and near-miss investigations and recommend changes to management
- Conduct respirator fit testing and maintain appropriate records
- Develop and implement safety policies and procedures
- Inspect work sites to ensure working conditions are in compliance with OSHA standards and company policies
- Check safety devices for proper working conditions
- Attend all safety committee meetings, build and distribute meeting agenda, take meeting minutes and ensure all necessary paperwork is ready for meeting
- Conduct monthly safety crew meetings or safety toolbox topics
- Build and maintain S.O.P.'s (standard operating procedures) for all Port jobs and facilities
- Fill out necessary workers comp claim paperwork and follow up
- Maintain OSHA 300 log
- Responsible for all Port owned road and rail signage and safety compliance with ODOT regulations
- Maintain employee CDL certifications (schedule medical tests, schedule driving tests, ensure paperwork is updated at DMV and tracking of expiration dates)
- Maintain fire extinguisher monthly and annual maintenance checks
- Attend Morrow County LEPC quarterly meetings
- State of Oregon "Right to Know" reporting – annually
- All other duties assigned by management

#### **Qualifications:**

- Two years of experience in accident prevention and safety inspection work
- Must possess a valid driver's license
- Must be able to read, write, speak and understand English

#### **Working Conditions:**

- Exposure to outdoor weather conditions and loud noises
- Exposure to hazardous conditions
- Ability to walk and stand for extended periods of time



The position is open until filled.

The Port of Morrow is an EOE and offers competitive wages and benefits. The salary range for this position is \$60,000 - \$65,000 depending on experience.

Please submit application or resume to [HR@portofmorrow.com](mailto:HR@portofmorrow.com), or mail them to P.O. Box 200, Boardman, OR 97818.

We thank applicants for their interest in this position. However, only applicants chosen for an interview will be contacted.