

<u>Position:</u>	Safety Supervisor
<u>Location:</u>	Monroe, WI
<u>Department:</u>	Safety/Fulfillment Supervisor
<u>Status:</u>	Internship
<u>Reports To:</u>	Safety Manager from June to September - 1 st Shift Monroe Fulfillment from September to December - 2 nd Shift
<u>Internship Length:</u>	June 2010 to December 2010
<u># of Positions:</u>	1
<u>Salary:</u>	\$2,500 per month
<u>Note:</u>	This intern will work 1 st shift hours (7:30 AM to 4:30 PM) from June to September in our Corporate Safety Department. In September, the intern will move to our Fulfillment Warehouse and work 2 nd shift hours (3:00 PM to 11:00 PM) until December.

General Description:

The Safety/Supervisor Internship position has responsibility for assisting the Corporate Safety Department in the development of safety, and health programs, as well as maintenance of the systems necessary to ensure the company operates in an efficient and safe manner for the first part of there internship. Responsibility will include assisting the Corporate Safety Department in the maintenance of the company's safety programs including participating in the Safety Action Committee monthly meetings, employee training, testing, recordkeeping, health monitoring, accident reporting/investigations, and safety awareness programs. This is a shared internship with the Monroe Fulfillment operations and the intern will be assigned various job tasks within the fulfillment area. The intern will assist the fulfillment manager during the season in supervising the seasonal work force and will continue to support safety initiatives within this area.

Specific Duties:

1. Conducts review of the company's safety policies and procedures.
2. Conducts monthly safety inspections.
 - A. Surveys facility and personnel for any unsafe acts, conditions or operations.
 - B. Submits written report of observations to:
 1. Corporate Safety Manager
 2. Facility Manager.
 3. Facility Safety Officer.
3. Investigates accidents in order to provide information to the Safety Department and Facility Safety Officer.
 - A. Submits investigation reports with recommendation to the Safety Department and Facility Safety Officer.
 - B. Follows up on recommended action subsequent to an accident.
4. Assists the Corporate Safety Department and Facility Safety Officer with the implementation and compliance with applicable OSHA programs, along with performing the safety portion of new employee orientations, including:
 - A. Blood Borne Pathogens.
 - B. Confined Space Entry.
 - C. Ergonomics.
 - D. Hazard Communication.
 - E. Personal Protective Equipment.
 - F. Manual lifting.
 - G. Lock Out/Tag Out.
5. Inspects forklifts and other material handling equipment for potential hazards and reports any hazards to the Department Supervisor.
6. Performs Job Safety Analyses on specific jobs or situations.
 - A. Identifies potential safety hazards associated with those jobs.
 - B. Recommends proper performance of these jobs to minimize the risk of these potential safety hazards.
 - C. Submits any completed Job Safety Analyses to the Safety Department and Facility Safety Officer.
7. Assists with the implementation and coordination of company safety incentive programs.

8. Takes an active role on both the facility and corporate Safety Committees.
 - A. Attends monthly meetings to discuss safety concerns.
 - B. Leads selected safety meetings as designated by the Facility Safety Officer.
 - C. Suggests to the committee ways to correct any safety concerns that have been identified.
9. Coordinates Safety Awareness Week for the facility with respect to our corporate plan.
 - A. Develops handouts and informational materials for employees.
 - B. Sets up a Safety Awareness display.
 - C. Coordinates prize drawings and distribution of prizes.
 - D. Reports on the week's activities to the Safety Department and Facility Safety Officer.
10. Travels to other satellite operations to assist with implementation of current and new safety programs, if necessary.
11. Performs various projects relative to safety concerns including:
 - A. NIOSH Lifting Programs.
 - B. Corporate Emergency Incident Command Structures.
12. Creates, tests, and implements facility process flows as they relate to each job function.
13. Works with individual departments to develop step by step job procedure criteria and formulates manuals that detail this information.
14. Analyzes current facility job standards (excluding Incentive Based Pay) and reports these, as well as possible areas for improvement, to the appropriate supervisor.
15. Formulates and implements warehouse profiling procedures.
 - A. Uses WMS (Warehouse Management System) as a resource for profiling data.
 - B. Analyzes current SKU positions.
 - C. Makes logistic placement decisions to better utilize the product.
 1. Reviews product shipping history.
 2. Reviews customer information.
 3. Reviews comparable product picking locations.
 4. Reviews size, weight, and cube of product to help determine placement.
16. Responsible for various WMS reports.
 - A. Verifies data.
 - B. Updates data.
17. Attends all staff meetings
 - A. Presents updates on project progress during these meetings.
 - B. Actively communicates with facility staff any information as it relates to present or future projects.
18. Communicates work-in-progress status to other supervisors at shift changes.
19. Completes any duties as assigned by the Facility Manager, Safety Department or Facility Safety Officer.
20. Performs all assigned tasks in a safe manner, according to company policy.
21. Maintains good housekeeping of work area.
22. Enforces all company policies and procedures.
23. Performs all designated job duties/tasks in other departments as assigned to ensure the operating efficiency of the company and maximize utilization of all personnel. These assignments may be part of a formalized cross-training program or on an as needed, temporary basis.

Time Allocation:

1. Project Management. (25 – 30%)
2. Assisting with OSHA program implementation and training. (15 – 20%)
3. Investigating forklift and production accidents. (5 – 10%)
4. Conducting Job Safety Analyses. (5 – 10%)
5. Administering safety incentive programs. (10 – 20%)
6. Conducting safety surveys and inspections. (25 – 30%)

Skill Requirements:

1. Possesses or is currently pursuing a 2 or 4 year degree working towards a degree in Operations/Productions Management, Industrial Safety Management or related major or equivalent work experience.
2. Current Junior, Senior, or recent graduate
3. Cumulative GPA of 2.80 or higher
4. Possesses above average communication skills in both oral and written form.
5. Possesses knowledge of supervisory procedures and concepts.
4. Possesses knowledge of OSHA regulations and other safety-related procedures.
5. Possesses familiarity with basic forklift safety procedures.
6. Possesses average mechanical aptitude.
7. Possesses basic word processing and spreadsheet skills.
8. Able to prioritize work assignments in both fast and slow paced work environments.

9. Able to add, subtract, multiply and divide.
10. Able to operate a forklift, previous experience is preferred.
11. Possesses legible handwriting.
12. Able to give clear, concise instructions.
13. Able to effectively motivate temporary employees.
14. Able to work scheduled and/or unscheduled overtime on short notice.
15. Able to deal firmly but fairly with a diverse workforce.
16. Able to work independently with limited supervision.

Equipment Used/Machines Operated:

1. Personal computer. (40-50%)
2. Forklift. (20-30%)
3. Hand Jack. (5-10%)
4. General office equipment. (5-10%)

Training Time:

More than four weeks. (160+ hours)

Cycle Time:

August through December.

Supervision Received:

Direct, daily supervision from the safety manager.

Indirect, periodic supervision from the Fulfillment manager and facility Safety Officer.

Supervision Given:

Involves general instruction, scheduling and reviewing the work of up seasonal temporary employees.

POSITION REQUIREMENTS/WORKING CONDITIONS
(Safety Internship)

	Task/Ability	Task and Ability Description	Percent of Shift
1	Break Schedule	Two 15 minute breaks during an eight hour shift.	100%
2	Hearing	Able to hear instructions and directions clearly for communicating with co-workers while exposed to continuous moderate level noise generated by conveyor and forklift traffic.	85-95%
3	Vision	Able to read and distinguish printed numbers and letters for visual inspection of subordinates' work and various documents.	90-100%
4	Sitting	Able to sit.	5-10%
5	Standing	Able to stand to drive a forklift and retrieve and count inventory.	80-90%
6	Walking	Able to walk to locate inventory and inspect all areas of the facility.	80-90%
7	Lifting	Able to lift up to 50 pounds (includes pushing and pulling effort while stationary).	10-15%
8	Carrying	Able to carry up to 50 pounds (includes pushing and pulling effort while walking).	10-15%
9	Bending	Knees (while lifting up to 50 pounds) Waist (while lifting up to 50 pounds)	15-25% 15-25%
10	Twisting	Shoulders (while lifting up to 50 pounds) Waist (while lifting up to 50 pounds)	15-25% 15-25%
11	Reaching	Left/Right Able to reach to the sides to sort and count inventory. Front Able to reach to the front to sort and count inventory. Overhead Able to reach overhead to sort and count inventory.	15-25% 15-25% 5-10%
12	Use of hands	Fine Manipulation : Able to use hands for fine manipulation including sorting paper and legible handwriting and operating equipment. Heavy Manipulation : Able to use hands for manipulation of counting inventory and using a forklift.	35-45% 40-50%
13	Temperature	Office (65 - 75 degrees) Production (60 - 85 degrees) Receiving/Warehouse (40 - 90 degrees) Cooler (32 - 40 degrees) Freezer (-10 - 0 degrees)	30-40% 50-60% N/A N/A N/A
14	Drug Screening/Criminal Background Check	Required.	100%
15	Speech/Communication	Able to communicate with supervisors, co-workers, and employees.	90-100%
16	Climbing		N/A
17	Other		