



## HR & SAFETY SPECIALIST

### POSITION SUMMARY

Under the general direction of the Human Resources Manager, the HR & Safety Specialist will support the execution and implementation of the Company's human resources and safety programs. This position will coordinate and implement safety, injury and illness prevention programs, conduct related training, investigate accidents and identify possible causes and recommend corrective actions. This position will also provide human resources support in a generalist capacity for our field and harvesting operations.

### SCOPE OF ROLE

- Provide assistance and resource for corporate, federal, state and local regulatory compliance and required documentation.
- Coordinate and administer the Company's safety programs to include, but not limited to, the Injury and Illness Prevention Program (IIPP), Return to Work Program, Heat Illness Prevention, and Hazard Communication program.
- Inspect and evaluate workplace environments, equipment, and practices, to ensure compliance with safety standards and government regulations. Will conduct & report on ongoing audits and inspections to verify compliance.
- Implement safety programs specific to employee needs to promote a healthy and safety culture in the workforce including necessary training and follow up.
- Develop, conduct and facilitate safety training and education programs, and demonstrate the use of safety equipment and machinery.
- Collaborate with safety management, maintenance, facilities and respective departments to institute control and remedial measures for hazardous and potentially hazardous conditions or equipment.
- Investigate accidents to identify causes or determine how to prevent recurrence, make recommendations for corrective action and provide follow up related training.
- Provide employer level investigation for workers' compensation claim, defense litigation and/or regulatory request for investigation.
- Provide information, signs, poster, barriers, and other material to personnel to warn of potential and actual safety hazards and to prevent access to hazardous conditions.
- Coordinate Post Injury Management with Return-to-Work interactive process with injured employee(s), supervisor and Workers' Compensation Manager.

- Provide on-boarding orientations to newly hired or promoted employees and develop materials for these presentations.
- Assist with governmental inspections, independent audits.
- Conduct crew visitations, address concerns regarding safety, food safety, workers' compensation insurance benefits, health insurance, employee relations or other concerns.
- Serve as a resource for managers and employees in the areas of safety, workers' compensation and employee relations policies.
- Serve as a member of the safety board meetings and activities.
- Support and back up the existing H-2A Program when necessary.
- Support all aspects of Human Resources team activities or execute other projects or process improvements as assigned.

### **SKILLS, ABILITIES AND REQUIREMENTS**

- Bachelor's degree in Occupational Health & Safety, Human Resources, or related field preferred but not required. Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) is highly desired.
- Have at least 3-5 years of experience working in the agricultural industry in the primary areas of safety and human resources. Strong knowledge of current employment laws and OSHA regulations, IIPP and compliance requirements.
- Bilingual fluency in English/Spanish is required. This includes reading, writing legibly and communicating clearly and concisely. Must be able to communicate issues in a constructive manner and handle difficult and/or confidential situations in a professional and confidential manner.
- Advanced knowledge of Microsoft Office suite of applications and other HRIS systems is required.
- Valid class "C" California Driver's license is required and must be insurable; possess or ability to obtain a valid passport for international unrestricted travel to Mexico is highly desired.

**Apply today!**

Submit your cover letter and resume to:  
[careers@valleypride.com](mailto:careers@valleypride.com)