



Navajo Agricultural Product Industry Job Description

Job Title: **Safety Officer**

Location: **Farm Operations/Region I/II**

Work Schedule: **Varied**

Department: **316- Safety**

Exemption Status: **Exempt**

Grade: **16**

Salary Range: **\$12.40 – \$15.00**

Reporting Relationship: **This position reports to the Safety Manager.**

Summaries of Duties and Responsibilities

This position was created to collect data on work environments for analysis by the Safety Department. The Safety Officer will conduct evaluation of programs designed to limit chemical, physical, biological and ergonomic risks to workers.

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

Primary Duties and Responsibilities:

Essential Functions

1. Investigate accidents, injuries, or occupational diseases to determine causes and preventive measures.
2. Report and respond to accidents, incidents, and administer first aid treatment as needed.
3. Responds to emergencies 24 hours a day and seven days a week during the season, or when needed.
4. Maintain all required environmental records and documentation.
5. Supply, operate, or maintain personal protective equipment.
6. Verify that safety equipment such as hearing protection and respirators is available to employees, and monitor their use of such equipment to



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ensure proper fit and use.

7. Prepare or calibrate equipment used to collect or analyze samples.
8. Evaluate situations where a worker has refused to work on the grounds that danger or potential harm exists, and determine how such situations should be handled.
9. Test workplaces for environmental hazards, such as exposure to radiation, chemical or biological hazards, or excessive noise.
10. Prepare or review specifications or orders for the purchase of safety equipment, ensuring that proper features are present and that items conform to health and safety standards.
11. Report the results of environmental contaminant analyses, and recommend corrective measures to be applied.
12. Review physicians' reports, and conduct worker studies in order to determine whether specific instances of disease or illness are job-related.
13. Examine credentials, licenses, or permits to ensure compliance with licensing requirements.

Performs other related duties and assignments as required.

Education, prior work experience, and specialized skills and knowledge:

- Must be able to meet the requirements of NAPI's Motor Vehicle Operation Policy.
- This job requires a High School Diploma (or GED or High School Equivalence).
- This job requires some college course work in Occupational Safety and Health or relative field of study.
- This job requires the incumbent to obtain certification in HazWoper, HazMat, CPR, Defensive Driving, First Aid, and Workers Protection.
- Certificate in Occupational Safety and Health Degree is preferred.
- Education/Training can be substituted for work experience.
- Ability to use a computer, Windows, Internet Explorer, Microsoft Office Professional 2007 components as Excel, Word, Power Point and email programs is required.
- Ability to use search engines, data queries, and assimilate printed information is required.
- Ability to speak in public is required.
- Must have the ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.



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- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires analyzing information and using logic to address work-related issues and problems.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires a willingness to lead, take charge, and offer opinions and direction.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Physical environment and working conditions:

This job requires you to work in and out of the office with exposure to heat and cold temperatures, gases, fumes, and chemicals

Physical Demands

Strength	Hearing	Kneeling
Stamina	Visual Acuity	Crouching
Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 50# minimum		

Business machines and computer software used:

Ability to operate a Farm equipment/implements, heavy equipment, a forklift, a Company Vehicle, a gas monitor, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2007 (Word, Excel, Power Point, Project, & Outlook), and Famous computer software.

Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.



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I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

_____ Employee _____ Date

_____ Supervisor _____ Date