

POSITION: SAFETY MANAGER

REPORTS TO: Executive Vice President

PEER RELATIONSHIPS: All EJD Employees (Office and Field)

CORE RESPONSIBILITIES:

- The core local spokesperson to develop and lead our Safety program both internally & externally
- Orient new EJ Deseta (EJD) and subcontractor employees to recognize our culture and that all accidents are preventable.
- Interfacing with local management team and keep safety front & center of our daily operations

KEY RESPONSIBILITIES:

Daily Tasks

- Site visits to drive safe workplace on all our project sites
- Provide Safety support for all Project Managers, Project Engineers/Superintendents/Foremen/Trade Managers with daily pre-task planning.
- Interface and build relationships with designated customer safety professionals. During site or building visits, always check in with the customer to let them know of your presence and to ask if they have any safety related concerns with our services.
- When requested by Construction Operations, assist in driving daily field huddles with messaging of safe production and getting everyone home safe every day

Weekly Tasks

- Participate in team meetings offering guidance and advice for Safety
- Conduct safety orientation for new EJD employees and employees of subcontractors
- Monitor and document jobsite Safety Talks and jobsite inspection reports from each job
- Monitor weekly claim status report and submit monthly to the Controller

Monthly Tasks

- Prioritize all training based upon the upcoming needs of the business.
- Two (2) jobsite detailed safety audits every month.
- To maximize purchasing power, order inventory, safety equipment and supplies on a monthly basis. At no time however, is any employee to be denied proper PPE or other requirements to ensure their safety. The safety manager will be held fully accountable that proper equipment is available for all EJD employees.
- Attend Monthly Project Review Meeting and present a safety report to the EVP. This includes proper preparation for the report.

- Stay current with OSHA regulations. This includes attending proper training programs or self study on the OSHA and local state run agency websites.
- Provide job specific training and detailed training around confined space, lifting and rigging, etc.

Quarterly Tasks

- Review training records for First Aid/ CPR, Overhead Crane Certification, Forklift training, etc.
- Provide safety support for subcontractors (we are not to do their jobs relating to safety, but assist them in understanding our commitment to safety and monitor their compliance)
- Update safety related budget forecast and submit same to Controller for incorporation into budget.

Annual Tasks

- Apply for all eligible safety awards through outside safety agencies, trade associations, etc
- Complete OSHA Summary (Form 300A) and distribute to office, jobsites.
- Archive Workers Compensation files
- Check MVR on all drivers with company vehicle. If the MVR indicates any serious violations, report same to the EVP.

Incident Responsibilities

- Safety Alerts: Notify EVP and Controller of any accidents or near misses.
- Major accident notification is to occur immediately via cell phone
- Communicate with our insurance carriers on any open insurance claims
- Conduct accident investigation issue draft report of findings noting root causes and recommendations to mitigate the hazard in the future to EVP, Call injured employee immediately following the incident and continue on a weekly basis to check-up on their well-being and assist their family if the incident requires that level of support
- Contact all job Superintendents and Foremen regarding injured employees status weekly
- Work with Superintendents and Foremen on establishing job tasks for employees returning to work under modified/light duty

Additional Tasks As Needed

- Creation of site specific safety plans as well as new job start-up support
- New employee drug testing as required/ random employee drug testing; maintain drug testing records
- Follow-up on any employee driving complaints and document outcome, copying EVP. If repeat offenses occur, discuss course of action with EVP.

- Follow-up on safety complaints regarding subcontractors and document outcome to subcontractor noting actions to be taken copying EVP.
- Participate in new project award Transition Process Meetings.
- Maintain all employee safety files and training logs
- Update MSDS
- Monitor reports on safety alerts and discuss issues noted within alerts with employees.
- Research and provide local medical clinic information to the jobsite Superintendents and Foremen
- Review and evaluate methods, products and devices for special situations and make recommendations to execute the work in a safe manner.

EXPERIENCE AND REQUIRED SKILLS

- Strong communication and teaching skills in both office and field environments
- 5 to 10 years experience in the mechanical contracting
- Completed OSHA 30 hour
(OSHA 500 within one year of appointment to the Safety Manager position).

EXTERNAL RELATIONSHIPS

- Trade union officials in our union operations
- Customers (Owners, Construction Managers, and General Contractors) and their Safety Professionals
- Other trade subcontractors and partners

The above statements are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities.