JOB DESCRIPTION

Job Title: Safety Manager (Exempt)

Job Reports to: Director of Safety & Human Resources

Job Summary:

Primarily responsibility for supporting the Company's safety initiatives and safety loss control programs. Assures safety program is in compliance with OSHA, MSHA and other manufacturing and construction industry standards.

Essential Job Functions:

- Clearly articulates Company's safety vision, objectives, strategies, policies, and procedures in order to support a safety culture dedicated to behaviors which lead to best in class results.
- Contributes in building a best in class safety culture by 1) anticipating problems & providing solutions, 2) sharing knowledge with and providing training to employee teams, 3) interacting with clients, subcontractors, and inspectors, and 4) creating an environment of learning, mentoring, and empowerment in order to promote employee engagement.
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions and conclusions, and monitors results to make improvements or take corrective action.
- Ensures safety & health training meet the needs of internal and external (client & regulating entities) requirements, so staff has the safety training to safely perform tasks and jobs.
- Manages hazard assessment activities by 1) conducting safety inspections, and 2) analyzing inspection and incident data to identify opportunities to develop preventive and corrective practices.
- Maintains adequate quantities of safety supplies and equipment.
- Manages the safety incentive programs and events.
- Assist with the management of worker's compensation claims and return to work/restricted duty programs.
- Participates in the Safety Committees.
- Chairs and runs the Emergency Response Team.
- Performs and records equipment inspections and certifications.
- Main point of contact for the sales team with customer pre-qualified question (PQQ) information.
- Keep ISNetworld and other client safety system information up to date.

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply the company's attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. The employee is also expected to perform other duties and functions as required from time to time.

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- A valid driver's license
- Strong organizational skills
- Minimum 3-year employment experience in a structured safety program position; general contractor or specialty contractor experience preferable.
- Technical knowledge of manufacturing and construction related OSHA, MSHA, federal, state, and local regulatory standards, and ability to recognize hazardous situations and implement effective corrective practices.
- Must be an effective communicator, generating professional written material and delivering effective verbal presentations.
- Bachelor's degree in environmental health & safety, safety management, construction or related field preferred.
- OSHA, MSHA & First Aid/CPR/AED certified instructor credentials preferred.

Machines/Tools/Equipment:

Computer, basic office equipment (copier, calculator, fax, telephone, etc.)

Must be able to operate safety equipment, monitoring devices, and camera.

Working Conditions:

Occasional travel by vehicle to construction job sites, during all stages, in all types of weather conditions.

Must be able to perform activities requiring use of arms and legs, including climbing ladders/scaffolding, lifting & handling materials, walking & balancing, stooping.

Must be able to speak & understand detailed information through oral communication and be able to see clearly and recognize small details.

Rev. 6/14/2018