JOB DESCRIPTION FOR

SAFETY MANAGER

REPORTING: Reports directly to the Company President

POSITION PURPOSE

To manage safety and risk associated with construction projects and company operations. Ensures compliance with all applicable federal, state, county and local safety related regulations. In a proactive manner, plans, directs and implements the organization’s safety programs to ensure a safe, healthy and accident free work environment.

ESSENTIAL DUTIES AND PRIMARY AREAS OF RESPONSIBILITY

Site Specific Safety Plan (SSSP)
- In partnership with job site supervision, plan, lead and participate in job site safety meetings. Train, educate and ensure job site supervisors are capable of running safety meetings on their own.
- Review and update monthly all site specific safety plans with the project teams.
- Develop and ensure safe equipment operating techniques. Periodically check all machines and equipment to make sure they are in good condition.
- Inspect, update and provide all safety and Labor and Industry posters for each job site and office.
- Participate in pre-job safety meetings with subcontractors. Review all applicable documentation for completeness to ensure subcontractor can adequately execute their scope of work safely.
- Follow up with subcontractor representatives to ensure proper disciplinary procedures are followed. Serves as principal source of information on health and safety issues to hold subcontractor accountable to submitted safety and quality programs.
- Implement, inspect and maintain job site and office MSDS manuals. Train employees in MSDS procedures.
- Provide and ensure compliance with information, signs, posters, barriers and other materials to warn of potential and actual safety hazards and to prevent access to hazardous conditions.
- Work with injured workers to facilitate early return to full duty work responsibilities and to provide meaningful light duty transitional work opportunities.

Audit
- Inspect organization facilities and job sites to detect existing potential accident and health hazards. Determine corrective or preventative measures, where indicated, assign responsibility and follow up to ensure the corrective measures have been implemented.
- Conduct periodic safety inspections on all job sites to ensure safety procedures are in place.
- Prepare study and analyses of industrial accident causes and hazards to health for use by company personnel and outside agencies. Make recommendations to resolve any deficiencies.
- Access ways for reducing claim costs and increasing the retrospective premium refund (AGC Retrospective Rating Program for L & I premiums).
- Research and manage ways to reduce the net premium paid by improving the experience modifier.
- Record and compile data, update logs, monitor equipment and schedule maintenance.
Risk Management

- Update and maintain the Foushée Disaster Plan. Train employees in proper procedures and conduct periodic emergency evacuation drills to ensure planning is effective in practice. Employees should know the placement of all fire extinguishers and first aid kits.
- Provide recommendations and assistance to Project Managers and Superintendents, with respect to job site hazards, employee training, new/safe equipment operation and safe material or substance utilization.
- Ensure compliance with corporate worker’s compensation program including working with internal personnel and third party administrators/legal counsel, to effectively investigate and resolve claims in an expeditious and cost effective manner.
- Maintain a proactive medical assistance program and fitness for duty process with local Occupational Medical clinics.
- Perform and oversee investigation of accidents, injuries and unsafe working conditions to include interfacing with workers compensation claims and communication with injured workers and the return to work strategies. Cooperate in the preparation of material and evidence for organizational use in hearings, lawsuits and insurance investigations. Provide recommendations for remedial action.
- Remain current on federal, state, county and local safety regulations. Keep management advised of new or revised regulations and their projected impact.

Training

- Plan and implement programs to train managers and employees in work site safety practices, safe equipment operating techniques and fire prevention for job sites and office.
- Facilitate employee training in first aid and CPR. Maintain training records in the employee files.
- Ensure new employees receive safety instructions prior to beginning work. Emphasize any specific site hazards and thoroughly explain all applicable precautions.
- Provide training and education to all levels of staff, as required, by Federal and State safety regulations.

Compliance

- Accept and review all Subcontractor job specific Safety Programs. Follow up on implementation and procedures as required.
- Review new Subcontractor pre-qualification documentation to ensure they have an acceptable safety record and communicate with the appropriate team members of their acceptance or rejection.
- Ensure all subcontractors are aware of and meet Foushée general safety conditions and/or environmental requirements that may apply at all job sites.
- Plan and implement risk management, safety policies and procedures in compliance with all federal, state, county and local rules and regulations, including MSDS requirements, for both field and office operations, to maximize a safe working environment.
- Act as corporate contact for any federal, state or municipal safety or risk management authority and/or personnel, including, but not limited to OSHA and or DOSH.
- Manage and oversee motor vehicle fleet safety and conduct driver background investigations to qualify authorized drivers.
- Manage and oversee the Foushée and WCISAP substance abuse policy and programs.
- Manage hazardous materials control program, review samples and test for hazardous materials prior to the start of demolition on all projects. Secure good faith reports prior to the start of work.

Support

- Represent the organization in community or industry safety groups and programs.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with clients, subcontractors, co-workers and management.
- Frequently communicate with company President and Operations Manager to keep them apprised of pertinent issues.
- Manage and plan the annual safety banquet and safety awards program.
**POSITION REQUIREMENTS**

**Formal Education & Certification**
- Bachelor’s degree in industrial hygiene, safety management, environmental science, occupational health, basic or applied science or any other related field.
- Certifications preferred: Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), Construction Health and Safety Technician (CHST) or Certified Biological Safety Professional by the American Board of Industrial Hygiene, Board of Certified Safety Professionals or American Biological Safety Association

**Knowledge & Experience**
- At least 10 years of direct safety experience (5 within the construction industry).
- Knowledge of OSHA, DOSH, ANSI, NFPA, EPA and Workers Compensation regulations.
- Computer skills: Microsoft Office applications.
- Leadership skills necessary to achieve corporate objectives.
- Ability to read, analyze and interpret common scientific technical journals and legal documents. Utilize good judgment and sound reasoning.

**Personal Attributes**
- Able to perform duties independently.
- Ability to deal with situations involving sensitive and confidential company issues.
- Strong written and oral communication skills; ability to communicate with all levels. Ability to respond to common inquiries or complaints from employees, customers, regulatory agencies or members of the business community. Ability to effectively present information to top management, job site personnel, regulatory agencies and/or public groups.
- Highly self-motivated and directed with strong attention to detail.
- Able to organize work, engage in variety of tasks simultaneously and consistently meet deadlines.
- Exercise creative, innovative and effective problem solving.
- Review/follow up to ensure optimum results.

**Work Conditions**
- While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, high, precarious places, outside weather conditions, and vibration. The employee may often be exposed to moving mechanical parts, fumes or airborne particles and some risk of electrical shock. The noise level at the job site work environment may be very loud.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work performed in a general office environment and at project sites during all seasons. Regularly requires overtime hours and travel. Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files.
- Requires periodic participation in, and attendance at, company events and meetings.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Company. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.*