

**Position & Objectives:**

**Health & Safety Director** - is responsible for developing and managing the accident prevention program, and the corresponding laws that relate to the safety of our work, for an assigned Project in a manner consistent with project/company policies and procedures. The position is responsible for providing leadership, communication, and motivation to the local management, supervisors, and field employees. We are seeking a leader with proven abilities and techniques to change the way people think and ultimately alter behavior to create consistently safe work habits.

**Responsibilities and goals included but not limited to:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administer, direct and manage compliance with the company safety program and Project accident prevention efforts to ensure company and project safety goals are met. This includes the authority and ability to change and/or adjust work procedures as may be required to insure the safety of affected employees and the general public.
- Provide a strategic vision for creating safe work areas for affected employees and the general public. This includes but is not limited to conducting initial work area assessments and the development and facilitation of appropriate training programs.
- Supervise, develop and manage other safety professionals under their area of responsibility to ensure the effective administration of the project/company accident prevention efforts.
- Develop, organize and implement safety related programs that meet or exceed company safety standards. This includes the ability to make independent judgments concerning the general safety of our work.
- Initiate, perform and document jobsite inspections and audits with special emphasis on hazard recognition, unsafe behaviors and correction of potential third party, asset loss and workers compensation losses. This necessitates the ability to think independently, communicate thoroughly and facilitate the implementation of corrections/behaviors.
- Initiate, coordinate and conduct safety meetings and training programs to ensure the effective communication of company policy and safety standards.

- Coordinate and participate in regulatory agency inspections and investigations to ensure compliance with federal and state regulations.
- Coordinate and control the development and review of job hazard analysis for each major phase of our work to ensure its safe completion. This includes assessing the need for and facilitating the training for each JHA as may be required.
- Investigate, prepare and maintain a record of all third party, asset loss and workers compensation claims to make certain that the interests of the project/company are preserved.
- Follow up with the corporate insurance department as regards to high value insurance claims, to ensure that documentary information has been collected, secured, and preserved so that claims will be resolved in a timely manner as required at the local office. This includes the authority and ability to represent and/or negotiate the settlement of certain loss related claims.
- Maintain all Drug testing procedures for new hires and accidents. Enforce random selection testing program.
- Maintain and Manage all safety training courses and ID's for all field personnel included but not limited to the Veriforce testing program.
- Perform Quarterly / Annual Management Review of Programs
- Emergency Response
- Conduct New Hire Orientation and on the job Training and documentation
- Assist Operations in on the job Training

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- B.S. preferred or equivalent level of training/certification in HSE discipline.
- Have at least 5 years of safety management experience
- NFPA 70e training preferred
- Extensive knowledge of Fall Protection and MUTCD standards, and DOT regulations.
- Extensive knowledge of Construction Safety Orders.
- Working knowledge of OSHA / DOT / MSHA regulations
- Should have valid OSHA 30, OSHA 500, CSSS, CSST, CHST or CSP preferred but not required
- Experience utilizing Safety Management Systems & Processes
- Must be self starter and have the ability to work with minimal direction and oversight.
- Must be able to pass a background check and drug screen
- Excellent written and oral communications and interpersonal skills required.

- Ability to Supervise others
- Ability to read, analyze and interpret professional journals and financial reports.
- Ability to write reports, business correspondence and procedural manuals.
- Ability to balance Safety Program Administration with Field Activities
- Ability to organize, evaluate and report Safety Program data, information and program performance information
- Aptitude to effectively present information and respond to questions from managers, clients, customers and the general public.
- Capability to communicate with customers regarding schedule changes and problem resolution in a manner that improves the relationship the company has with the customers.
- Proficient in Microsoft applications, email, internet operations and all basic computer functions.
- Capability to learn corporate software.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to follow through with strong self starter and organization skills.
- Ability and willingness to deal with conflict, deadlines and change.
- Resilient and flexible.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.