

**Safety Manager**

**PURPOSE**

Develop, implement and evaluate programs which provide for the safety and health of employees, and ensure compliance with local, state, and federal regulations.

**DIMENSION/FUNCTION**

This position serves as a technical resource for program development, audits, training, process improvement, accident investigations, and corrective actions associated with safety and health regulations in the workplace. The Safety Manager will oversee programs that ensure compliance with OSHA, FMCSA and other local, state, and federal regulations. This position reports to the VP Finance & Administration and has no direct supervisory responsibilities but may provide specialized guidance to others in the department and throughout the organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Elevate safety culture and conversations throughout the company.
* Review and evaluate new and existing operations to identify and resolve any safety and health issues throughout the organization.
* Recommend improvements in processes, systems, procedures and equipment to comply with environmental, health and safety requirements.
* Develop and oversee safety committee and conduct regular safety meetings.
* Develop, facilitate, and deliver training programs and other safety-related presentations to reduce workplace hazards to all employees. Procure training vendors as necessary.
* Investigate accidents to determine causes and how to prevent such accidents in the future.
* Conduct safety audits and advise management on safety issues observed.
* Work with management of each facility to correct, and/or control hazardous conditions or machine operations that may lead to human injury and/or property damage.
* Create, review and maintain job safety analysis and risk assessments for all positions.
* Work with consultants to perform applicable industrial hygiene sampling, as needed.
* Maintain OSHA logs and submit required reports in cooperation with Human Resources.

Please note that this list is not all inclusive and may be expanded to include other responsibilities

**QUALIFICATIONS**

* Minimum of Bachelor’s degree in Occupational Health, Safety, Industrial Hygiene or comparable scientific discipline, or at least 7 years equivalent experience in an industrial environment
* Minimum of 3-5 years of experience in a manufacturing environment

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

* Working knowledge of OSHA standards and other state and federal safety, health, and environmental regulations.
* General knowledge of, or willingness to learn about, regulations issued by the Federal Motor Carrier Association which are applicable to the Company.
* Excellent project management and communication skills.
* Ability to analyze technical writing and regulations.
* Solid problem solving and research skills.
* Strong computer skills such as spreadsheets, database, presentations, and word processing.

**PHYSICAL REQUIREMENTS:**

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| --- | --- | --- |
| Type of Activity | Description of activity or where activity is performed | Frequency |
| Sitting  | At desk  | Frequently  |
| Talking/Hearing  | Voice communication with co-workers  | Daily  |
| Typing/Writing  | Type & enter data into computer, complete paper work and forms, take notes, send electronic mail  | Frequently  |
| Mobility | Ability to stand, walk, climb, stoop, and kneel | Frequently |
| Strength | Lift, push, or pull at least 50 pounds in weight | Occasionally |

**WORK ENVIRONMENT**

The work environment is a combination of a climate-controlled office environment and a production facility. The production facility site is characterized by loud noise, chemicals, moving mechanical parts and/or machinery. The employee may also be exposed to outside weather conditions, including wet/or humid conditions. Travel, with occasional overnight stays, within the geographic location of the business to attend meetings, will be required.