



## **JOB TITLE: SAFETY DIRECTOR**

### **KEY RESPONSIBILITIES**

#### **Site Specific Safety Plan and Safety Audits**

- Manage job site hazard plan for single large site and/or multiple sites.
- Ensure safety boards, equipment and site-specific materials are supplied at each site.
- In collaboration with Director of Operations and Site Managers, review all Site Specific Safety Plans for completeness and relevancy.
- Utilize job site Safety Net and conduct general safety audits, ensuring corrective safety observations are documented and safety violations are corrected immediately.
- Work with Director of Operations on compliance audits

#### **Documentation and Technical Expertise**

- Ensure accurate documentation of safety plans, procedures, violations, and corrective action.
- Ensure required equipment training is conducted and documented and provide or arrange technical safety training required to support field operations.
- Support Lead men with the development of their pre-task plans and job hazard analysis.
- Clarify safety rules and provide technical expertise and solutions to safety challenges on site.

#### **New Hire Orientations**

- Develop new hire orientation program with a focus on safety culture and including site awareness, setting of expectations and personal accountability.
- Conduct new hire orientation for all employees.

#### **Incident Investigation**

- For personal injuries, ensure injured party gets immediate care as appropriate for the severity of the injury, reporting immediately to Safety Director and Risk Manager. Conduct thorough accident investigation including witness statements, photographs, environmental conditions and any other relevant factors.
- Organize and conduct Root Cause Analysis (RCA) meeting. With the RCA team, identify and document all contributing factors and institute training, policy or procedural changes to address the identified root causes on the incident.

#### **Leadership**

- Lead morning Safety Huddles efficiently and effectively with a team-oriented and participatory approach. Morning agenda should identify hazards and include an ergonomic warm up.
- Be a vocal safety leader, frequently praising good safety behavior and quickly correcting unsafe behaviors.
- Escalate issues quickly if necessary and ask for management's support in addressing site risks and/or personnel problems.
- Advise Lead men and Site supervisors on safe work practices and incentive methods.
- Foster and promote a company-wide healthy safety culture and respond to every safety suggestion promptly.



#### **IN ORDER TO SUCCEED IN THIS ROLE**

- 2+ years of experience in a safety role, preferably in construction.
- Certified in OSHA 30; OSHA 510; CPR/ First Aid.
- Computer proficiency required; experience with SafetyNet or other safety tracking and reporting systems is preferred.
- Working knowledge of Worker's Compensation regulations; Department of Occupational Safety & Health rules and regulations; and the ability to identify and resolve safety hazards is required. Experience in Claims management and proper documentation is required.
- Technical knowledge of the following is required: Asbestos exposure; Lead exposure; Flammable storage; Hazardous Waste Operations and Emergency Response (Hazwoper); Respirator fit training; Equipment – Crane, Scissor Lift, Boom Lift, Forklift, etc.; Rigging/ Signaling; Fall Protection; Confined Space; Scaffolding; Trench/Excavation; Blood-borne pathogens; Electrical safety; Defensive Driving; and Flagging.
- Ability to collect and interpret data and apply it in a practical approach.
- Proficient computer skills; and the ability to write pre-task plans, JHA and work plans.
- Required management skills include strong written and verbal communication skills in addition to the ability to work and communicate effectively with a workforce of diverse backgrounds, education, and experience.
- Strong time management and organizational skills, accountable and dependable.
- Strong presentation and facilitation skills.
- Strong attention to detail and ability to resolve complex problems.
- Ability to work independently as well as in a team environment.

The ideal candidate will also have a positive attitude and willingness to work with others. We believe that happy people make for a fun and productive culture.

This position requires work on active commercial construction sites.

Direct all inquiries to Mr. Butch Chapman, Director of Operations at [bchapman@jbsincorporated.com](mailto:bchapman@jbsincorporated.com) and Mr. Hertis Smithey at [hsmithey@jbsincorporated.com](mailto:hsmithey@jbsincorporated.com).