

Title: **Safety Director**

Department: **Risk Management**

Revised: **11/10**

I) GENERAL FUNCTION

- A) Leads and manages Company's safety program in order to develop the desired safety culture and achieve safety objectives. Monitors all construction activities to ensure compliance with Occupational Safety and Health Administration (OSHA) construction industry standards, Company's safety program, and job specific safety programs. Leads incident investigations. Works closely with Operations and job specific management. Reports to the Executive Vice President & CFO.

II) RESPONSIBILITIES

A) Essential

- 1) Develops and manages Company's safety program, policies, & procedures.
 - Leads Company safety program orientation.
 - Coordinates emergency safety plans and procedures, including evacuation, rescue, hazmat records, and fire suppression.
 - Plans and implements safety training
 - Assess effectiveness of safety program activities, policies, and procedures, and implements changes to improve results and achieve objectives
 - Leads communication activities which promote and raise awareness of desired culture, continued improvement, and achievements
 - Provides periodic reports to management and staff
 - Manages safety incentive programs
- 2) Assists with developing project specific safety orientation, plans, and training.
 - Leads or participates in subcontractor safety meetings.
 - Reviews plans and provides safety and risk counsel to bid/proposal teams
- 3) Manages safety inspection activities through staff and/or hired firms.
 - Conducts and supervises others conducting safety inspections.
 - Ensures required inspection data is collected and submitted.
- 4) Leads investigations of incidents, near misses, and complaints regarding unsafe or unhealthful working conditions or practices.
 - Ensures required information is collected and submitted.
- 5) Analyzes inspection and incident information to identify causes and trends, and

develop preventive or corrective practices.

- 6) Maintains knowledge of current OSHA and industry standards, regulations, and construction safety practices and policies.
- 7) Leads or participates in Safety Committee(s) or other risk/safety related committees.
- 8) Manages safety staff or outsourced resources to insure implementation of safety program.
- 9) Educates and trains Company management and staff and business partners about the safety program and their respective responsibilities.

B) Secondary

- 1) Assists Field Management with appraisals and incentive programs.
- 2) Manages return to work/restricted duty program
- 3) Administers motor vehicle records program.

III) RELATIONSHIPS

- A) Reports to Executive Vice President & CFO
- B) Works closely with Operations Management, project specific management, and Human Resources
- C) Interacts with staff, subcontractors/suppliers, prime contractors, customer representatives, OSHA.

IV) KNOWLEDGE/SKILLS/EXPERIENCE REQUIRMENTS

- A) Bachelor's degree, preferably in business, or safety, or equivalent amount of experience.
- B) Ten years construction experience.
- C) 30 hour OSHA construction safety class or equivalent.
- D) Demonstrates commitment to continuing education in safety training in following competencies: excavation, rigging, fall protection, scaffolding, hazmat, confined space, air quality, personal protection equipment/clothing.