



Job Description: Safety Manager

Alternative Titles: Health & Safety Manager

Revised: January 4, 2012

Department/Business Unit: Manufacturing

FLSA Classification: Exempt (Administrative Exemption)

Reports To: Corporate Divisional Safety Manager

General Purpose: To provide site safety leadership, ensure facility compliance with corporate safety standards, implement safety directives, improve safety performance, and ensure facility safety policies and procedures are aligned with governmental regulations.

Work Schedule: 40+ hours per week which may include weekends. Must have open availability any day of the week.

Responsibilities & Duties

- Identify best practices and lead continuous improvement initiatives to reduce work process risks, raise safety awareness, and improve safe work practices
- Facilitate a work environment that supports a safe and healthy culture
- Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment
- Perform safety audits and inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance
- Investigate industrial accidents, near-miss incidents, and occupational injuries to determine causes, install preventive measures, and manage return-to-work activities
- Provide technical advice, coaching, guidance, and mentoring to employees on safety initiatives and necessary changes
- Coordinate employee safety programs to determine their adequacy including review of short and long term strategic safety planning and development
- Order and maintain facility safety inventory including supplies and equipment
- Work within company policy as outlined in the Lauren Engineers & Constructors Employee Handbook and in compliance with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules
- Perform other duties as assigned

Required Education

- High School Diploma or GED Equivalent

Required Experience

- 5-7 years of progressive field safety experience

Required Skills/Licenses/Certifications

- Ability to build trust and confidence with management and supervision
- Strategic thinking and leadership skills
- Ability to communicate with employees at all levels
- Consultation skills
- Thorough knowledge of applicable regulations (OSHA, ANSI, NFPA)
- Basic to intermediate proficiency with Microsoft Office applications
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Supervisory Responsibility

- This position has direct supervisory responsibility over a department of 1 to 3 employees
- This position is functionally responsible for the manner in which work is performed by all facility employees

Physical Demands & Working Conditions

The overall nature of the position requires constant light physical exertion with minimal physical effort frequently required. There is constant exposure to environmental noises and hazards, frequent exposure to extreme cold, extreme heat, temperature changes and wet conditions, and occasional exposure to humidity and other atmospheric conditions.

- The constant physical demands of the position are talking and hearing.
- The frequent physical demands of the position are repetitive hand motions.
- The occasional physical demands of the position are standing, walking, sitting, climbing, stooping, kneeling, crouching, reaching, handling, grasping, feeling, and eye/hand/foot coordination.

Travel Requirement

- Occasional travel (over-the-road and air) is required

Required Personal Protective Equipment

Employees must use hard hats, eye protection (ANSI Z87), hearing protection (where required), safety-toe protective footwear (ANSI Z41) and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure.

Candidate/Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date

Printed Name