



## SAFETY MANAGER JOB DESCRIPTION

### **PURPOSE:**

The Employee Health and Safety (EH&S) Manager develops, plans, directs, and implements organization safety programs to prevent injuries and work-related health conditions and complies with applicable OSHA, EPA, State and Local regulatory requirements. This role serves as a technical resource to line supervision and managers while minimizing EH&S related problems. Including but not limited to: human injury, environmental degradation and unsafe working conditions/practices. This role proactively promotes a strong safety culture throughout the company through risk/gap assessments, continually improving our safety management systems and with personal interaction with all teammates.

### **ESSENTIAL DUTIES:**

- Develop, implement, and maintain Company's EH&S management compliance policies and procedures.
- Identify, develop, and facilitate training for employees related to environmental, safety and health.
- Primary point of contact with federal, state and local environmental and safety agencies.
- Provides guidance, assistance and advice to Management and employees on EH&S issues.
- Develops and implements programs and policies for monitoring, managing, and mitigating chemical, physical, and biological impacts at the facility.
- Investigate workplace injuries and accidents; work with HR to report accurately and timely to appropriate channels.
- Conducts risk assessments on company activities to identify potential risks and gaps in our safety systems.
- Surveys, compiles, and analyzes data relating to occupational and environmental health issues such as chemical exposure, radiation, smoke, fumes, noise, temperatures, dusts, vapors, mists, gases, solvents, lighting, and ergonomics.
- Develops or provides input to hazardous material communications, including maintaining safety data sheets (SDS).
- Keeps up to date with all pertinent developments in federal and state laws and regulations by monitoring all Federal and State Safety and Environmental regulations and reporting requirements and submits such on time, to assure compliance.
- Implements or recommends control measures for exposure to hazardous materials or conditions.
- Supervises and directs daily responsibilities for the Safety department and employees assigned to handle waste and disposal requirements.
- Responsible for working with HR and third parties to manage Worker's Compensation injuries and claims.
- Manage the Environmental Management System in accordance with ISO.
- Review facility and product changes to identify hazards, appropriate controls, and environmental impacts.
- Other duties as assigned.

### **CORE COMPETENCIES**

**Adaptability & Accountability:** Adapts to changes in the work environment, manages competing demands, accepts criticism and feedback, changes approach or method to best fit the situation and takes responsibility for own actions.



**Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent and arrives at meetings and appointments on time.

**Analytical Skills:** Synthesizes complex or diverse information, collects and researches data when necessary, identifies data relationships, designs work flows and procedures, analyzes assigned tasks, resources, and workflow processes to prioritize projects and determine best way of meeting deadlines and requirements.

**Communication:** Expresses ideas and thoughts both verbally and in written form, exhibits good listening skills and comprehension, responds well to questions, writes clearly and informatively and edits work for spelling and grammar. Presents accurate numerical data effectively.

**Judgment:** Displays willingness to make decisions timely, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and takes responsibility for communication including what is heard.

**Teamwork / Morale:** Treats others with respect and courtesy, gives and welcomes feedback, inspires the trust of others, exhibits tact and consideration, displays positive outlook and pleasant manner, offers assistance and support to co-workers, works cooperatively in group situations Engages consistently in professional behavior.

**Business Ethics:** Works with integrity and ethically, upholds organizational values and abides by written policies.

**Compliance:** Within specified functional area of authority, is personally accountable to understand and ensure regulatory and policy compliance with state and federal requirements in accordance with his/her respective job duties and responsibilities

**Confidentiality:** Maintains a high degree of confidentiality.

**Organization:** Maintains continuous workflow to meet daily/weekly/monthly deadlines.

### **Job Qualifications**

Must be able to perform all the essential duties of the position satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prior occupational Safety experience highly preferred.
- Minimum four years of experience in a manufacturing environment with a minimum of 2 years of experience in a supervisory/management role preferred.
- Previous experience in heavy industrial environment highly preferred.
- Previous experience with OSHA.
- Computer experience required
  - Microsoft Outlook; Word, Excel

### **Computer & Software Skills**

- Must have foundational computer skills including Microsoft Office Suite (Outlook email and calendaring), Excel, Word

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that Superior Duct Fabrication reserves the right to modify, interpret, apply, delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the policies contained in the Employee Handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

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**Print Employee Name**

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**Employee Signature**

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**Date**