



## Corporate Safety Director (CSD)

Manage company environmental, health and safety program to ensure employees of a safe workplace.

### Responsibilities

The CSD is responsible for leading the company's efforts in the following areas:

- Safety Management Systems
- Risk Management and Loss Reductions
- Safety Audits
- Safety Training

The CSD reports to the Director of Operations and works closely with the Project Executives, Superintendents and Project Managers to assure that the company's safety policies and procedures are understood and implemented. The CSD must be familiar with risk reduction and loss prevention techniques aimed at optimizing the company's performance and minimizing the cost of insurance.

#### Safety Audits

- Develop system for providing periodic safety audits on all projects
- Conduct all safety audits in partnership with the project safety manager(s)
- Provide immediate input, advice and direction to mitigate potential hazardous conditions and assure compliance with OSHA and other regulatory requirements (e.g. signs, permits, postings)
- Provide written report of field audits to superintendents
- Follow-up with project safety officers to assure that all mitigating actions have been taken
- Assure that project safety files & logs are maintained up to date
- Assure that all safety signs and supporting equipment are adequately supplied to each project site
- Provide support and technical advice to project management/supervision team on all safety matters

#### Safety Training

- Plan and budget an annual corporate safety-training program.
- Schedule and oversee logistics for specific training programs.
- Conduct specific training programs.
- Oversee the system to maintain accurate records of employee safety-training certifications.

#### Other

Maintains awareness of the employment recruiting program and provide leadership and Assistance in recruiting efforts as appropriate.

Evaluates employee performance via annual employee appraisals.

#### Available Guidelines

Regulatory laws are mandated by state, federal and local governments and corporate policies are specified per company policy. Employee will be required to interpret appropriate application(s) of all applicable rules and regulations.

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#### Research and Analysis

Conduct research of appropriate and applicable work practices and methods based on analyses of job and environmental conditions for exposed workers.

#### Accountability/ Consequence of Error

Employee is responsible for the safety and well-being of all workers on company projects and property. Employee is additionally responsible for legal and company compliance in accordance with law and policy. Failure to meet required conditions may result in termination.

#### Personal Contacts

Employee interacts with employees, public at large, clients, governmental employees and sub-contractors.

#### Supervision Exercised

- Safety Management Systems
- Serve as Corporate Safety Director
- Develop corporate safety policies
- Develop and maintain Corporate Safety Plan
- Assist project superintendents and project managers in the development of Job Specific Safety Plans
- Approve Job Specific Safety Plans
- Create and administer safety incentive and awards programs
- Risk Management and Loss Reductions
- Assess on an on-going basis opportunities to improve performance and lower insurance costs
- Coordinate record keeping requirements (e.g., Accident investigation reports, OSHA 300 log, Workers' Compensation reports) with Accounting Department
- Supervise the implementation of MSDS communications program
- Serve as liaison for company with insurance broker(s) and carrier(s)
- Provide annual review/report on risk management and loss reduction assessment and opportunities
- Enforce safety compliance

#### Qualifications

- Prefer bachelor's degree or higher from an accredited college or university, master's degree and knowledge of finance with the following preferred disciplines: Occupational safety and health, Environmental safety and health, Safety or environmental management, Safety or environmental science or Engineering
- 8+ years related experience
- Proven written and verbal communication abilities
- Proficiently with computer applications, including Microsoft Office Suite etc.
- Ability to work independently and as part of a team
- Must be able to travel 50%+ of the time
- Serving as a role model and promote professional behavior

#### Physical Demands

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performance of the duties will occasionally require:

- Physical ability to climb permanent and temporary stairs
- Passenger use of construction personnel hoists
- Ability to climb ladders and negotiate work areas under construction
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus
- Use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear (bells, whistles, etc.), stand, climb, balance, stoop, kneel, crouch, or crawl
- Occasionally lifting and/or moving up to 50 lbs.

**Work Environment:**

While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts, high precarious places; fumes or airborne particles; outside weather and risk of electric shock. The noise level in the work environment is usually moderate to very loud.

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