JOB DESCRIPTION
(Date)

POSITION TITLE: SAFETY MANAGER

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Serve as the staff specialist in safety by developing and carrying out procedures with the line organization that effectively control accident and health exposures in the company and minimize OSHA citations.

II. ESSENTIAL FUNCTIONS:

Assists line and staff management to understand OSHA regulations and standards, including guidance on handling OSHA compliance, inspections, and citations.

Investigates serious injuries in conjunction with line and staff personnel. Notifies top management of pertinent details.

Work closely with the medical services department to provide and coordinate emergency services for injured or ill employees.

Evaluates hazardous conditions and practices and develops hazard control practices and programs.

Assists in communicating hazard control information and evaluates effectiveness of the control.

Study, plan and formulate new and revised safety programs and rules; prepare recommendations and implement conformance with those which meet approval.

Guides and assists plant personnel at locations with critical safety and health problems.

Overviews company accident statistics and makes recommendations for correction of problem areas.

Plans and directs safety and industrial hygiene services of insurance carriers to obtain optimum service.

Works with trade and professional organizations to promote goals and objectives in the health and safety area that affect company's business.

Select and approve purchase of standard manufactured safety devices or design; expedite construction and installation of machine guards and point of operation safety devices or such safety equipment and structures as may be required to guard dangerous areas.
Assesses new developments in the health and safety field that may have application to the company's operations.

Establishes target areas and long-range accident prevention and cost-control objectives.

Keeps apprised of developments in federal and state safety laws likely to affect the company.

Acts as ranking company representative in dealing with government agencies on safety and health matters affecting the company.

Investigates fatalities or serious injuries that occur at company facilities in which more than five employees are hospitalized.

Works with workers' compensation department to follow high-cost or precedent-setting cases.

May be required to assist with cost-control efforts, participate in manufacturing improvement committees, and the like.

III. QUALIFICATIONS AND REQUIREMENTS:

Bachelor's degree in safety engineering, mechanical engineering, or related field.

Certified Safety Professional (CSP) status.

Five years' professional safety experience in manufacturing industry.

Strong verbal, written, analytical, and persuasive skills and the ability to interact effectively with all levels of employees and management.