

# JOB DESCRIPTION

**Title** Corporate Safety Manager  
**Reports To** Chief Operating Officer  
**Department** Risk Management  
**Classification** Exempt  
**Position Type** Full Time  
**Job Code** CSM

## POSITION SUMMARY

The Corporate Safety Manager is responsible for developing, implementing, and overseeing company-wide safety programs to ensure compliance with all federal, state, and local regulations. This role drives a culture of safety across all projects, reduces risk, and ensures the well-being of employees ; while conducting yourself in a manner consistent with KHS&S core ideology. As an employee owner, act in the company's best interest and in support of the organization's overall goals and objectives.

## ESSENTIAL FUNCTIONS

The essential duties and responsibilities of the Corporate Safety Manager consist of, but are not limited to, the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

### A. Personnel

- i) Hire, train, supervise, and review assigned safety and risk management department personnel. Ensure essential functions of team are provided when absences occur in the department.
- ii) Plan, organize and oversee the activities of the safety and risk management department and develop department goals, objectives, and systems.

### B. Safety & Risk

- i) Create, implement, monitor, and update Company's corporate safety policies, procedures, and standards.
- ii) Monitor construction activities to ensure compliance with Occupational Safety and Health Administration (OSHA) construction industry standards as well as client's safety program.
- iii) Manage pre-operational risk assessments on new sites. Design, propose and implement risk mitigation measures within each region.
- iv) Proactively identify conditions/actions that may cause injury, illness or property damage and ensure implementation.
- v) Review, prepare and conduct an analysis of leading and lagging indicators to drive safety improvement.
- vi) Develop, implement, and update emergency procedures.
- vii) Act as a Company representative for OSHA, EPA ,and other state and federal regulatory agencies and address any issues that may arise.
- viii)Manage accident, incident & near miss investigations as they arise in each region. Review and analyze to prepare lessons learned to be shared throughout Company. Implement any change procedures as necessary.
- ix) Interface with General Contractors and others to increase trust, confidence, and support for the safety program.
- x) Participate in claims reviews, return-to-work planning, and root cause evaluations of injury trends.
- xi) Support supervision and risk staff with the preparation of all regional and project safety plans.
- xii) Support supervision and risk staff with the management of all regional security, including monitoring break-ins, thefts, etc.

### C. Training

- i) Provide training and coaching to safety staff to ensure technical competence and leadership development across regions.
- ii) Schedule resources to conduct, specific classes in Safety training (i.e., scissor lift, scaffold use, fall protection, etc.) to provide employees with the knowledge and skills necessary to recognize hazards to perform their job safely and effectively.

### D. Other Duties

- i) Coordinate, communicate, and assess vendors/new vendors for corporate use.
- ii) Lead initiatives that promote a strong culture of safety and accountability at all organizational levels.
- iii) Assists in the completion of OSHA surveys and publication of OSHA 300 logs for each region, as required.

- iv) Assists in providing information on HSE for RFP submissions, as required.
- v) Attend seminars/educational training programs as required.
- vi) Perform any other related or unrelated, unassigned, unspecified duty that may be needed from time to time.

## ADDITIONAL RESPONSIBILITIES

### A. Supervisory

- i) This position will directly supervise designated staff and will be responsible for carrying out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
- ii) This position serves as a coach and mentor for other employees.

### B. Meetings

- i) Conduct Risk Management/Safety Meetings, as needed.
- ii) Participate in operations meeting, as needed.
- iii) Attend workers’ compensation hearings, as needed.
- iv) Attend claim review meetings.
- v) Attend annual company meeting.

## POSITION REQUIREMENTS & QUALIFICATIONS

- A. Education:** Bachelor’s degree in Occupational/Environmental Health & Safety or Construction Management. CHST, CSP or ASP designation required. OSHA 500 safety training, fall protection competency, scaffold (erection & user) competency, First Aid/CPR, AED and Bloodborne Pathogen Certified Trainer. Forklift and aerial & scissor lift safety training. Root cause analysis/accident investigation training, safety leadership training and risk assessment/audit compliance training.
- B. Experience:** Required minimum of 5 years in a safety management role within a large, self-performing commercial construction environment with progressive responsibilities.
- C. Skills:** Well developed analytic and conceptual skills. Proven leadership capabilities and ability to work independently. Knowledge of Federal and state OSHA regulations and other government compliance regulations. Valid Driver’s License and successful completion of DMV Pull Notice. Flexibility to be on-call, work unusual hours, and on weekends. High attention to detail, aptitude for learning new things and must be able to work under pressure.
- D. Physical:** Includes sitting, standing, reaching, walking; use of hands, arms, legs, and feet. Must be able to see and hear (with mechanical assistance if necessary) sufficient to understand and comprehend individual one-on-one conversations. Ability to lift up to 25 pounds.
- E. Communication:** Must be able to read, write and speak English fluently. Ability to communicate effectively and positively with customers, vendors and employees. Bilingual English/Spanish preferred.
- F. Computer:** Proficient with MS Office (Word, Excel, Outlook, PowerPoint) and Bluebeam.

## WORKING CONDITIONS

- A.** This person will work in a temperature-controlled environment with little noise while in the office and varied conditions when at a project site. Project sites may have uneven surfaces, may not be temperature-controlled, and require stairs, scaffolding, manlift, etc. to access various locations.
- B.** This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.
- C.** Travel will be required from time to time.

## MEASURE OF PERFORMANCE

- A.** Are primary responsibilities handled accurately and timely?
- B.** Are goals met on a consistent basis?
- C.** Does employee conduct themselves in accordance with the core ideology?

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand and agree that management retains the right to change this job description at any time.

\_\_\_\_\_  
Corporate Safety Manager

\_\_\_\_\_  
Chief Operating Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

