



<b>Job title</b>	<i>Safety Manager</i>
<b>Reports to</b>	<i>Human Resources &amp; DOT Director</i>

### **Job Purpose**

The Safety Manager at SiteLine Services is responsible for ensuring the organization complies with all applicable regulations, including job-site safety and OSHA requirements.

### **Duties and Responsibilities**

The Safety Manager is responsible for ensuring the company complies with all relevant standards, including those set by the Occupational Safety and Health Administration (OSHA). This role involves developing, implementing, and overseeing all safety programs for a construction site services company. The Safety Manager ensures full compliance with OSHA regulations and company safety standards while promoting a proactive safety culture across all field operations.

The Safety Manager will collaborate closely with field supervisors, project managers, and crew members to minimize risks, prevent incidents, and maintain safe practices at job sites. This position is crucial for the safe and compliant operation of our fleet and facilities.

The ideal candidate will have extensive knowledge of transportation compliance, safety program development, and OSHA regulatory practices. They should also be capable of effectively leading cross-functional safety initiatives. The goal of this role is to contribute to efforts that foster a positive, healthy, and engaged workplace culture.

Duties include, but are not limited to:

#### **Compliance**

- Ensure compliance with OSHA and all applicable federal, state, and local safety regulations.
- Conduct regular job-site inspections and safety audits across multiple construction support projects.
- Identify hazards and implement corrective and preventive actions.
- Lead and document incident investigations, including root cause analysis and corrective measures.
- Conduct new hire safety orientation and ongoing safety meetings/toolbox talks.
- Manage accident reporting and analysis to ensure proper documentation and compliance.
- Promote continuous improvement and accountability in all safety practices.
- Maintain accurate compliance records and prepare reports for internal and external audits.

#### **Safety Program Management**

- Develop and enforce safety policies to reduce risk and ensure compliance.
- Conduct periodic audits, inspections, and risk assessments to identify non-compliance and take corrective action.
- Act as a liaison between the company and regulatory agencies during audits or inspections.
- Coordinate safety training. This may involve developing training sessions and materials and providing ongoing safety training.

#### **OSHA Safety Program Oversight**

- Develop, implement, and maintain OSHA-compliant safety programs, including hazard communication, lockout/tagout, fall protection, confined space entry, PPE, and emergency preparedness.
- Lead accident investigations, root cause analyses, and corrective action implementation.



- Maintain accurate OSHA 300 logs and ensure timely reporting of recordable incidents.
- Conduct regular safety audits, risk assessments, and job hazard analyses (JHAs).

### **Incident Management & Reporting**

- Lead response and reporting for DOT-reportable accidents and OSHA-recordable incidents.
- Interface with insurance carriers, legal teams, and regulatory bodies for incident documentation and resolution.

### **Culture**

- Support the development and implementation of employer branding strategies to enhance the organization's reputation.
- Collaborate with cross-functional teams to coordinate safety efforts and improve communication channels.
- Support employee engagement initiatives, including organizing team-building activities and employee recognition programs.
- Work closely with operations, maintenance, and HR teams to ensure compliance across departments.

### **Qualifications**

- Minimum 5 years of safety experience in construction support, construction, or industrial site services. OSHA 30-Hour required, ASP or CSP **-required**.
- A strong background in compliance management and regulatory reporting.
- In-depth knowledge of OSHA regulations and construction safety standards.
- Experience conducting job-site inspections and incident investigations.
- Excellent organizational skills with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in recordkeeping and documentation.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) software.
- Excellent communication and interpersonal skills, with the ability to interact effectively with employees at all levels.
- Proactive problem-solving skills and ability to work independently and as part of a team.
- Flexibility to adapt to changing priorities and multitask effectively in a fast-paced environment.
- Proven ability to train and communicate effectively with field employees and supervisors
- Ability to travel to multiple job sites as needed.

### **Working Conditions**

The Safety Manager primarily works in a traditional office environment but will be required to travel approximately 25% of the time. The role involves extended periods of sitting while working at a computer, as well as participating in occasional fast-paced operations and events. Travel to various locations may be necessary. Additionally, the Safety Manager must be available to respond to safety incidents outside regular business hours.