

# JOB DESCRIPTION

**JOB TITLE:** Safety Officer

**DEPT:** Safety

**REPORTS TO:** Safety Director

**FLSA STATUS:** EXEMPT

**DATE:** July 2022

**SUPERVISES EMPLOYEES:** No

**AGREEMENT:** Employment

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## JOB SUMMARY

The Safety Officer is responsible for day-to-day activities involving the overall safety, compliance and training functions as they relate to the company's business units, including assisting with the design, planning, organizing and directing of safety initiatives and training programs. This position will also assist with the development of accident prevention programs, accident and injury investigation, follow up and counter measures.

## DUTIES & ESSENTIAL JOB FUNCTIONS

1. Assist with the development, implementation, and monitoring of the Corporate Strategic Safety Plan.
2. Assist with coordination of the Corporate Safety Training and Compliance Program, including organizing mandatory safety meetings and determining appropriate content specific to each company or department, including Occupational Safety & Health Administration (OSHA) and Department of Transportation (DOT) compliance.
3. Interact with other departments, vendors, subcontractors, and third parties;
4. Support the management team with the implementation of safety initiatives.
5. Conduct hazard assessments and establish safety best practices, in collaboration with the safety, training, and operations teams.
6. Develop and foster a strong cultural attitude toward safety within all business units.
7. Perform, assist with and direct accident claims investigation and resolution, including the processing of claims.
8. Assist with and monitor proficiency training and certification programs for moving equipment operations.
9. Assist with providing a safe, organized, and secure work environment, facilities and equipment for the work force.
10. Conduct routine in-house OSHA and Occupational Safety & Health Consultation (OSHCON) pre-audits.
11. Support a routine program of road, landfill, and facility safety observations.
12. Other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS**

1. Bachelor’s degree from an accredited college or university;
2. At least four years of safety-related experience [the degree can be substituted with experience on a year-for-year basis with a maximum substitution of 4 years];
3. Five years of experience as safety professional, including experience with loss control and prevention measures, conducting training and making presentations;
4. Possess effective working knowledge of federal and state DOT/FMCSA and OSHA regulations;
5. Ability to travel to site locations
6. Demonstrated ability to apply general rules to solve specific problems;
7. Excellent verbal and written communications skills in English;
8. Ability and willingness to be on call to respond to Safety matters that could occur after hours or weekends; and
9. Proficiency with the Microsoft Office suite of software – i.e. Word, Excel, PowerPoint, Outlook.
10. Bi lingual; Spanish, English speaker preferred

**REQUIRED LICENSES/CERTIFICATIONS**

1. Valid Texas Class C Driver’s License
2. Record of safe driving for the last three years as shown on current MVR, with no serious accidents or traffic violations

**PREFERRED LICENSES AND CERTIFICATIONS**

1. OSHA outreach trainer certified; construction or general industry

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting											
b. Walking											
c. Standing											
d. Bending											
e. Squatting											
f. Climbing											
g. Kneeling											
h. Twisting											
i. Lifting											
LIFTING	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>				
	0-10 lbs	10-15 lbs	15-30 lbs.				Over 30 lbs. continuously				

2a. HAND MANIPULATION REQUIRED? <input checked="" type="checkbox"/> Yes (If yes, complete b, c, d, e, f) <input type="checkbox"/> No		
2b. Repetitive hand movements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
2c. Simple Grasping?	Right Hand <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Left Hand <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2d. Power Grasping?	Right Hand <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Left Hand <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2e. Pushing Pulling?	Right Hand <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Left Hand <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2f. Fine manipulation:	Right Hand <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Left Hand <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. (a) Does the job require worker to reach or work above the shoulder? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Frequency: Occasional		
(b) Reaching at or below shoulder level? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Frequency: Occasional		
4. Does the job require use of his/her feet to operate foot controls or <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No for repetitive movement?		
5. Are there special visual or auditory requirements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Describe:		
<b><u>WORK ENVIRONMENT:</u></b>		
a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
b. Is the employee exposed to fumes or airborne particles? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b><u>BLOOD/FLUID EXPOSURE RISK: (check the right category) N/A</u></b>		
<input type="checkbox"/> <b>Category I:</b> Tasks involve exposure to blood, fluids or tissue		
<input checked="" type="checkbox"/> <b>Category II:</b> Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing <u>unplanned</u> Category I tasks.		
<input type="checkbox"/> <b>Category III:</b> Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.		

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

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Date