

William A. Hazel, Inc.
Safety Director

Essential Duties and Responsibilities

1. Lead and direct, plan work schedules, assign or delegate work daily, develop and mentor, and take corrective action, when necessary, of the Safety Department.
2. Plan, implement and supervise safety, accidents and fire protection programs, procedures, and policies in compliance with corporate safety program standards, and prevailing laws and regulations. Coordinate and handle risk management issues.
3. Control hazardous working conditions and unsafe employee activities through safety management and contacting supervisory personnel.
4. Supervise and administer safety activities, including inspections, safety audits, training, etc. to ensure compliance with occupational and environmental health and safety requirements.
5. Assist corporate program by developing employee and craft safety orientation training program and implement upon completion.
6. Conduct work area surveillance inspections, property damage and personal injury investigations.
7. Document all accidents, safety violations, unsafe conditions/activities, and make corrections as needed.
8. Review documentation to ensure all required records and reports are complete, and implement appropriate corrective action as required,
9. Accompany all safety, health, and insurance inspectors on work through tours. Coordinate/assist in preparing written appeals for safety violation citations.
10. Keep current on safety rules and regulations of government consisting of the federal, state and local level.
11. Be on call for safety and security emergencies.
10. As directed by competent authority.

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

Occupational safety/health degree or equivalent combinations of training and related experience. At least five years construction and/or industrial safety experience. Thorough understanding of and ability to enforce all federal, state, local, and company regulations. Ability to recognize hazardous situations and implement corrective measures. Good investigative, interpersonal and communication skills required. Should be certified in OSHA 30, at minimum. and have OSHA training in Trench Safety and Confined Spaces, and First Aid and CPR. Computer skills, including proficiency on using common word processing software, spreadsheet software, database applications and email. A valid driver's license and good driving record is required.

Individuals need to have strength of character to make and exercise difficult decisions. Possess the ability to be firm in projection, but flexible in application.