



JOB DESCRIPTION

Position Title:	<u>Safety Manager</u>	Department:	<u>Human Resources</u>
FLSA Status:	<u>Exempt (Salary)</u>	Reports To:	<u></u>
Grade:	<u>18</u>	Working Status:	<u>Full Time</u>
Effective Date:	<u>November 2018</u>		

Job Summary:

The Safety Manager develops, optimizes, implements safety policies and procedures and measures safety at all LCSWMA facilities to ensure the organization meets all regulatory safety requirements.

Job Responsibilities:

- Support LCSWMA's mission, philosophy, and commitment to the community by embracing these values and modeling them for your team. Foster a positive work environment with an emphasis on a culture of collaboration, innovation, safety, and wellness.
- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Identify best practices and lead continuous improvement initiatives to reduce risks, raise safety awareness, and improve safe work practices.
- Facilitate a work environment in order to support a safe and healthy work culture.
- Perform safety audits and inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance.
- Plan, implement and manage safety policies and procedures to comply with applicable regulations and employee safety programs in order to meet short- and long-term strategic safety planning and development.
- Train managers and employees in work site safety practices and procedures, i.e. fire prevention, lockout/tag-out, forklift practices etc. to ensure adherence to organizational safety standards.
- Provide safety training to employees, including first aid, CPR, accident prevention and investigation, workplace inspections and other matters related to implementing safety procedures to ensure adherence to organizational safety standards.
- Participate in the Onboarding process to ensure that new employees are properly trained for their positions with respect to safety.
- Champion a culture of inclusion and accountability by engaging and leveraging all employees to ensure the attainment of safety objectives.
- Provide technical advice, coaching, guidance, and mentoring to employees on safety initiatives and necessary changes to maintain high organizational safety standards.
- Lead the investigation of accidents, injuries, near-miss incidents and occupational injuries to determine causes, install preventive measures, and cooperate in the preparation of material and evidence for organization use to mitigate future risk of similar incidents.
- Administer the workers' compensation program, including working to reduce employee lost time and recordable injuries to ensure optimum organizational performance.
- Timely and accurately report insurance claims on Workers Compensation, Automobile and General Liability. Manage claims to resolution.
- Plan, develop and manage a security program to support business objectives in collaboration with IT.
- Respond and provide assistance to all emergency situations to ensure safety, risk mitigation and limit organizational exposure.
- Effectively and accurately communicate policies and procedures to employees to ensure adequate understanding of these policies and procedures across the organization.
- Initiate ideas, solve problems and make decisions within the authority of the position to ensure all positional goals are met.
- Advance LCSWMA's reputation and brand in the community by regularly participating in organizational outreach activities.



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- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers
- Perform all work within Environmental Management System policies to ensure compliance with the procedures.

Education, Training or Certification:

- College degree and 5 years health and safety experience or exposure to safety in an operational environment or a comparable combination of experience
- Experienced in coaching and leading through influence
- Working knowledge of the LCSWMA Facilities and their associated policies, procedures, and processing capabilities and understanding of LCSWMA Rules and Regulations.
- Working knowledge of tractor trailers, heavy equipment and construction type conditions/environments

Technical Competencies:

- Good written and verbal communication skills.
- Good math, reading and writing comprehension.
- Good computer skills (word processing and spreadsheet software)
- Basic understanding of standard office equipment.

Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the market; for example, is aware of what current competitors are doing.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.
- **Impact through Influence:** Engages with others, getting buy-in to deliver results and skillfully influencing to build support. Specifically, uses indirect influence; for example, plan-fully using an influential third party to accomplish a particular result.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors others' work; for example, checking to ensure that procedures are followed.
- **Social responsibility:** Focuses on social responsibility and corporate citizenship. Pays attention to health safety, environmental and social issues. Specifically, monitors; for example, actively ensures that others meet corporate standards and compliance requirements.

I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____