



Safety Specialist

Job Purpose:

Responsible for monitoring employees' and subcontractors' adherence to company safety program and creating a zero accidents culture. Perform health and safety jobsite audits, issue reports, suggest corrective actions and work with field personnel to develop solutions.

Primary Job Duties:

- Set expectations and provide structure around site safety with superintendent and subcontractors.
- Assist foreman in daily preplanning session to review the next day's job tasks. Identify basic job steps required, safety concerns or potential hazards, determine employee exposure, and required action to eliminate or control potential safety/health hazard.
- Participate in daily safety huddles with foreman and subcontractors.
- Initiate, perform and document daily safety inspections throughout the duration of the project with emphasis on hazard recognition & unsafe behaviors and recommend correction action. Follow-up with the project team to ensure corrective actions are immediately implemented.
- Coordinate and control the development and review of job hazard analysis for each major task for the project to ensure its safe completion.
- Continually watch for and correct unsafe behaviors. Communicate directly with employees and subcontractors to discuss concerns and expectations. Identify poor performing subs and employees by reviewing past safety performance with project managers and superintendent and establish a plan to improve.
- Raise awareness of potential hazards that exist on a jobsite with general contractor's safety management by reviewing what can be done to minimize risk.
- Ensure the safety, training and development of company employees and subcontractors to understand, identify and reduce risks in a fast paced construction environment from pre-construction through close-out. Assist or facilitate weekly "toolbox talks" and site specific training requirements.
- Participate in fact finding and root cause analysis for injury/incident investigations. Conduct post-event review of safety incidents and accident/incident trend analysis.
- Participate in claims management process, and facilitate the company's return to work program with employees, medical professionals and project personnel.
- Record and manage all site safety documentation, for example Safety Preplanning & Task Assignment Worksheets, Employee Hazard Assessment Checklist, Accident Investigations, Safety Inspections and Training Logs.
- Maintain awareness of amendments to OSHA Regulations and make recommendations for their implementation.
- Maintain the information technology and systems that are essential to capture and analyze key data, present reporting and communicate effectively.

- Develop and maintain strong relationships with every member of the project team, subcontractors and clients.

Knowledge, Skills & Education Qualifications:

- Technical skills and education:
 - Minimum of two (2) years of experience in construction or related safety environment, required.
 - Working knowledge of Occupational Health & Safety Act and Regulations 29 CFR Part 1926
 - OSHA-30 Hour Certification
 - CRP and First Aid Certification.
- Personal and organizational skills include:
 - Enthusiasm for challenge and new initiatives are prerequisites.
 - Excellent communication, presentation and interpersonal skills.
 - Ability to teach, mentor and lead
 - Ability to work in high production environment (including some nights).

Computer skills:

- Microsoft Office (Word, Excel, Outlook)

Scorecard Measures	Type	Weight	ANNUAL PERFORMANCE TARGETS		
			Average	Effective	Superior
1. Recordable Cases	Team	25%	2	1	0
2. DART Cases	Team	10%	1	0	0
3. Coordinate and control the development and review of JHA for each major task for the project.	Team	20%	50 JHA Posted in Database	80 JHA Posted in Database	110 JHA Posted in Database
4. OSHA inspections/citations. Number of "serious" and/or "other than serious" violations	Team	10%		No Serious Violations	No Serious or Other Than Serious Violations
5. Daily safety inspections, including recommended corrective action and follow-up to ensure immediate abatement (within 24 hours).	Ind	30%	74-92%	93-100%	>100%