# Job Summary:

The Safety Manager will develop, coordinate, and implement occupational health policies and procedures to promote and ensure effective safety operations throughout the organization. This position also serves as Fleet Safety/DOT and Training expert for Virginia Riggers.

## Duties/ Responsibilities:

Safety:

* Develop, prepare, and implement safety policies and procedures.
* Ensures compliance with federal, state, and local safety laws, regulations, codes, and rules.
* Ensures completion of required OSHA recordkeeping and reporting.
* Stops operations and activities that could harm employees or equipment.
* Identifies opportunities to minimize workplace injuries, accidents, and health problems.
* Conducts employee training on applicable safety standards.
* Conducts safety inspections and audits to assess employee compliance with safety regulations.
* Complete accident and incident reports.
* Perform field safety audits and review findings with field project foreman
* Order and maintain safety equipment including, fire extinguishers, eyewash stations, AED, PPE. and job specific equipment.
* Develops and maintains working relationships with customers to ensure safety compliance
* Responsible for Workers Compensation program

DOT /Fleet Management

* Register, license and renew all vehicles with the DMV
* Manage equipment transportation assignments permits, tolls, federal compliance.
* Complete reporting IFTA, IRP, Unified Carrier registration, Virginia Apportioned Cab Card, MSC-150
* Ensure CDL driver compliance and maintain records including background checks, physicals, driving records and road test.
* Administrator for EZ pass, Verizon cell phones and Emmert fuel cards

## Required Skills/Abilities:

* Extensive knowledge of safety policies and applicable Occupational Safety and Health Administration (OSHA) standards.
* Excellent written and verbal communication skills
* Ability to conduct training.
* Excellent organizational skills and attention to detail.
* Strong leadership skills.
* Proficient with Microsoft Office Suite or related software.
* Valid Driver's License and driving record within the MVR policy guidelines
* While performing the duties of this job, work may require performance of tasks outdoors under varying climatic conditions.
* Required to investigate accidents outside regular business hours, including evenings, weekends and holidays.

# *Supervisory Responsibilities:*

* This position does not have any direct reports.

## Education and Experience:

* Bachelor’s degree in Health and Safety, Safety Engineering, Environmental Health, or related field or 10 years industrial experience in lieu of degree
* Occupational health and safety experience in an industrial environment preferred.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 25 pounds at times.
* Ability to travel when required to conduct safety inspections.