



POSITION TITLE: Safety Supervisor

PURPOSE

The position is responsible for guiding and developing the company's Safety Program which includes providing support to the field supervisors, foremen and workers, and office personnel, in addition to providing leadership and coordination of the day-to-day safety requirements for all field projects.

Essential Functions

- Provide support to field projects and/or maintenance repairs by maintaining a visible presence to the field performing site visits throughout the life of the projects.
- Using independent judgment to ensure that all Safety Program details are followed at each site.
- Coaching, mentoring and implementation of the Safety program in the field.
- Regularly review and be familiar with all applicable legislation and applicable standards, to ensure compliance, including but not limited to OSHA, Cal-OSHA, Workers' Compensation guidelines, etc.
- Inform the project management team and supervision of any new or conflictive legislative matters that could impact the project.
- Develop a Site Safety Management Plan (SMP) for each project and/or Maintenance/Repair projects to ensure a safe work environment for all company employees, contractors, visitors and community.
- Regularly audit the SMP for compliance and update to ensure the alignment with project scope and conditions.
- Organize and schedule required staff safety training.
- Provide direction, support and resource to all site managers, supervisors, foremen and safety advisors.
- Ensure that all incidents are reported immediately.
- Participate and assist the supervisors and foreman in the investigation of incidents to determine root cause, and recommend corrective actions where necessary.
- Ensure incident corrective actions are followed up on and completed.
- In conjunction with Human Resources, ensure injured workers are offered modified duties and provide documentation during process and upon completion.
- Monitor and follow up on modified workers in the field.
- Review safety obligations of the clients and ensure they are carried out as per the terms of the agreement, and communicated to the Project Manager, Supervisors, and Foreman.
- Ensure new hires receive basic safety training upon hire as required.
- Ensure safety boards with postings including but not limited to: Health and safety policy, inspection and audit results, project hazard assessment, location of first aid, etc. are maintained and current.

- Ensure that all safety material is provided at each site and/or included with each vehicle as needed.
- Communicate, coach and assist the field staff to ensure that all safety expectations are understood and met.
- Coordinate a regular meeting with project safety team to review issues, trends and upcoming conditions or events.
- Provide monthly reports on safety development.
- Active member of company's Safety Committee and other organizations as needed.
- Other duties as required.

Education and/or Experience:

- High School Diploma or Equivalent
- Fluent in Spanish, able to read, write and speak.
- Minimum three (3) years of Safety Field experience.
- Excellent incident investigation skills
- Excellent leadership and conflict resolution skills
- Ability to perform under stressful conditions
- Probability and decision-making skills
- Attention to detail and high level of accuracy

Desired Competencies

- College Degree
- 10 or 30-hour OSHA training certificate
- Certified in First Aid
- Occupational Health and Safety Degree, Diploma or Certificate
- Ability to establish credibility and be decisive but able to recognize and support the organization's preferences and priorities
- Results oriented with the ability to balance other business considerations

Language Skills:

- Must be able to speak, read and write English and Spanish, proficiently.
- Excellent writing skills and the demonstrated ability to develop written reports and action plans.

Computer Skills:

- Proficiency with computers and software that include MS Word, Excel, PowerPoint, Outlook and OneNote.
- Ability to work with communication tools including printers, copiers, and other related office machinery.

Physical Requirements:

- The Safety Supervisor will spend most the work day in the field and will be in the office on occasion.
- This position will perform occasional lifting of supplies and materials of up to 50 lbs.
- Must be able to climb ladders and able to walk on flat or slanted rooftops that are one story and above.