

Safety Manager



Job Code
REG-020

Job Department
Regulatory

Job Location
Saint Joseph

Reports To
Vice President of Regulatory

FLSA Status
Exempt

Position Summary

Develops, implements, and manages programs meant to protect employee health and safety, or promote environmental compliance throughout the organization. Conducts tests and inspects working areas, machinery, equipment and working conditions for compliance with occupational safety and health regulations.

Essential Functions

- Create and implement workplace health and safety plans and procedures.
- Evaluate health and safety practice and procedures for risk assessment and following legal guidelines.
- Conduct accident prevention training and health and safety training.
- Inspect equipment for unsafe workplace conditions.
- Monitor employee conformity to safety laws and policies.
- Investigate accidents and incidents to find cause and take prevention measures.
- Handle worker's compensation claims in the event of a workplace accident.
- Suggest solutions, improvements, and prevention steps for safety issues.
- Maintain and complete OSHA logs.

Supervisory Responsibility

Yes

Education

Preferred/Required

Preferred

Education Level

4 Year / Bachelors Degree

Description

In related field

Experience

Minimum Years of Experience

3

Description

Experience managing safety programs in a related industry.

Licenses & Certifications

Preferred/Required

Preferred

Certification Type

Description

Certified in risk management and health/safety management

Qualifications

Qualifications

Thorough knowledge of health and safety laws and guidelines

Extensive attention to detail to distinguish safety hazards

Ability to provide detailed reports and develop safety procedures

Good understanding of data analysis and risk assessment

Good organizational, leadership and motivational skills

Excellent communication and interpersonal skills

Ability to recognize when safety conditions need improvement

Ability to prioritize tasks especially when handling an accident or incident

Competencies

Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform

the role successfully. The competencies for this position have been defined to include:

Customer 1st Attitude
Concern for Safety
Integrity & Ethics
Pursuit of Excellence/Lifelong Learning
Teamwork

Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Analytical Thinking
Attention to Detail
Organizational Awareness
Planning, Organizing & Managing Resources
Presentation Skills
Product and Technical Knowledge
Regulatory Compliance
Technology & Writing

Equipment Used

Equipment	If Other, Please Specify
Computer	
Copier	
Fax	
Personal Protective Equipment	
Phone	
Printer	

Working Environment

Work is mainly performed in an office setting with a controlled environment. Some exposure to a factory or warehouse with dust, heat, cold, loud noises, fumes, and odors and/or outdoor setting with conditions such as heat/cold, wet/humid and dry/arid conditions.

Travel

Travel Type	Frequency
Same Day	Moderate- Up To 25%
Local	Moderate- Up To 25%
Overnight	Moderate- Up To 25%
District	Moderate- Up To 25%
Regional	Moderate- Up To 25%
Nationwide	Moderate- Up To 25%
Worldwide	N/A

Physical Demands

The physical job demands include maximum occasional lift of 5 lbs from floor to 33 inches; maximum occasional carry of 5 lbs for 200 ft; maximum occasional horizontal push/pull force of 5 lbs; frequent forward reach of 30 inches; occasional lateral reach of 12 inches; occasional reach overhead of 75 inches; occasional bend; constant neck flexion; constant fine motor coordination; constant sitting; occasional standing; and occasional walking. PDC Level: SEDENTARY

Eligibility

- Must be legally authorized to work in the United States without restriction.
- Must be willing to submit to a background investigation, including criminal history and motor vehicle check.
- Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.