

WOHLSEN CONSTRUCTION COMPANY

JOB DESCRIPTION

Job Title: Safety & Health Specialist

Job Reports To: Director of Safety

Exempt or Non-Exempt: Exempt

Job Summary:

Perform various management and leadership responsibilities and functions with emphasis in all areas of Safety & Health and Risk Management. Responsibilities include motivating, coaching, appraising, rewarding and disciplining, and addressing complaints and resolving issues in direct support of all company operations.

Essential Job Functions:

- Conducts regular and routine Site Safety Inspections
- Coaches and supports others conducting site safety surveys
- Monitors construction activities to ensure compliance with Occupational Safety and Health Administration (OSHA) construction industry standards, Company's Safety & Health Program, and Site Specific Safety Programs
- Supports the development of Company's Safety & Health and Risk Management policies and procedures
- Provides support to Company Safety Orientation Program.
- Supports emergency action plans and procedures, including but not limited to, evacuation, rescue, hazmat records, fire suppression and medical emergencies
- Assists in the development of Site Specific Safety and Health plans and procedures, including but not limited to, orientations, activity hazard analysis development, training, and various safety & health related coordination meetings
- Conducts and supports investigations of incidents and complaints regarding unsafe or unhealthful working conditions or practices

- Ensures that all required data is collected and submitted as necessary
- Supports the collection and analysis of inspection and incident data to identify trends or issues and assists in the coaching of preventative and corrective procedures and practices
- Provides support to Safety Committee
- Ensures safety is never compromised

Other Functions:

- Provides support for subcontractor administration, including but not limited to, site specific safety requirements, safety meetings, incident investigation and preventative and corrective procedures and practices
- Provides guidance & administrative support to Company record retention & archiving
- Provides training on existing, new and/or revised Company policies and procedures

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply Wohlsen's Attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- Minimum 3 to 5 years construction experience in safety & health management or Bachelor's degree in safety required
- Safety Certification (ASP, GSP, CHST) preferred but not required
- 30 hour OSHA construction safety class or equivalent
- Communication skills necessary to execute job responsibilities

- Proficient with Microsoft Office products
- Strong verbal and written communication skills
- Ability to multi-task
- Ability to maintain confidentiality
- Ability to work additional hours as necessary
- Ability to travel as necessary
- Advanced knowledge of various construction industry contract documents
- Basic workers' compensation & auto insurance knowledge
- Client & team oriented

Machines/Tools/Equipment:

Computer, basic office equipment (copier, calculator, fax, etc.)

Working Conditions:

Primarily a controlled office environment; Considerable travel, including minimal overnight travel, via various modes of transportation, including automobiles and planes; Occasional exposure to weather conditions including heat, cold, rain and snow when traveling and visiting job sites.

Employee Signature

Date