Diede Companies Written 12/22/2015



Page 1 of 2

**Title:** Corporate Safety Manager

**Company:** Diede Companies

**Locations:** Lodi

**Description:**

**Corporate Safety Manager**

**Position Summary**

The Corporate Safety Manager responsibility for leading and managing the Company’s safety initiatives and safety loss control programs, and the development of a safety and risk management culture dedicated to being “best in class”. assures safety program is designed to comply with OSHA and other construction industry standards.

The Corporate Safety Manager is responsible for developing, managing, coordinating, and training all employees in the safety and accident prevention program in a manner that is consistent with DDC’s policies and procedures, and State and Federal OSHA requirements.

The Corporate Safety Manager of Diede Construction, Inc. has the responsibility to work closely with the Management team to achieve a desired outcome of a total safety culture.

The Corporate Safety Manager is in contact with DDC personnel, owners, subcontractors, and Regulatory officials, which requires tact, sensitivity, and professionalism.

**Essential Functions**

* Responsible for all aspects of managing safety and health processes, procedures including but not limited to:
  + - * + Leads development of and clearly articulates Company’s safety vision, objectives, strategies, policies, and procedures in order to build a safety culture dedicated to behaviors which lead to best in class results.
        + Provides proactive leadership and assumes ownership of building a best in class safety culture by
        + Anticipating problems & providing solutions and sharing knowledge with, and providing training, to all levels of management, field staff, preconstruction, and project teams and new hires.
        + Maintaining project safety supplies and needs.
        + Making sure all personnel has the PPE required to ensure compliance

and managing safety budget.

* + - * + Record and manage all site safety documentation.
        + Develop new project specific safety orientations.
        + Creating an environment of learning, mentoring, and empowerment in order to promote employee engagement.
        + Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions and conclusions, and monitors results to make improvements or take corrective action.
        + Ensures safety & health training meet the needs of internal and external (client & regulating entities) requirements, so staff has the safety training to safely perform tasks and jobs.
        + Manages hazard assessment activities by conducting and/or supervising safety inspections
        + Analyzing inspection and incident data to identify opportunities to develop preventive and corrective practices.
        + Develops annual plans & budgets for safety & health initiatives, including training.
        + Meeting with Superintendents at the start of projects to identify any safety hazards or permit requirements.
        + Prepare and submit permit applications for all projects safety operations.
        + Leads and manages the safety captain for each site, develops a high performance, customer-oriented work team, through training, motivating, coaching, appraising, rewarding, disciplining, and addressing complaints and resolving issues related to staff.
        + Prepare and submit permit applications for all projects safety operations.
* Meeting with Superintendents at the start of projects to identify any safety hazards or permit requirements.
  + - * + The Safety Manager is also expected to perform such other duties and functions as required from time to time.
* Ensure that this is a healthy and accident-free work environment on during the project for direct hire individuals and sub-contractors, alike with the following expectations:
  + - * + Safety goals are achieved on every project.
        + No accidents or near misses.
        + No OSHA citations.
        + Employees have a positive attitude toward safe work practices.
        + Employees are well-educated in safe practices and have all the resources necessary to work safely.
        + Observe and practice all governmental safety regulations, project requirements and company safety policies.
        + Analyzes and recommends corrective action for all accidents.
        + Point of contact for Owner/Client Safety Representatives.
        + Post all safety bulletins, safety posters, safety rules, and applicable legislation.
        + Coordinate the transportation of injured employees to a physician's office or hospital.
        + Maintain relations and correspondence between the project managers, the workers' compensation case representative hospitals and Human Resources.
        + Prepare and submit permit applications for all projects safety operations.
  + Other Functions
    - * + Manages safety incentive programs which reward targeted behaviors and results.
        + Manages workers comp & vehicle claims.
        + Manages return to work/restricted duty program.
        + Manages administration of motor vehicle records program.

**Knowledge & Skills**

* + - * + Proficient in using computer and the below listed programs:

Microsoft Office (outlook, Word, Excel, etc.)

* + - * + OSHA 500, CSP certification preferable.
        + Title 8 of the California code of regulations knowledge.
        + Self-performing general contractor or specialty contractor preferable.
        + In depth technical knowledge of construction related OSHA, knowledge of Federal, state, and local regulatory standards.
        + Ability to recognize hazardous situations and implement effective corrective practices.
        + Experience managing staff and third party hired firms.
        + Must be an effective communicator, generating professional written material and delivering effective verbal presentations.
        + Must have strong organization and time management skills.
        + Ability to multi-task under time constraints and work effectively as a team player.
        + Must have a valid driver’s license.

**Education & Experience**

* 5Years’ experience and or training.
* Minimum 5 years’ experience in construction industry safety management.
* Minimum 5 years’ experience managing and leading a structured safety program.
* Bachelor’s degree in environmental health & safety, safety management, construction or related field.
* Extensive travel by vehicle.
* Significant work at construction job sites, during all stages, in all types of weather conditions.
* Must be able to perform activities requiring use of arms and legs, including climbing ladders/scaffolding, lifting & handling materials, walking & balancing, stooping.
* Tactful, professional demeanor with the ability to interact effectively with managers, employees, vendors and others.
* Must be able to see clearly and recognize small details.

**Company Overview**

Family-owned Diede Construction, Inc. (DDC) has grown its reputation by building with integrity since 1978. Today we design, build and manage properties throughout surrounding states. The company continues to grow based on our ability to handle larger, more complex projects – projects requiring our signature creativity and our comprehensive services.

We build great buildings not by being big, but by thinking big. We build trust by treating our clients, employees and subcontractors like members of the Diede Family. We expedite projects by having a positive, focused attitude.