



Health & Safety Director Job Description

Job Title	Health & Safety Director
Reports To	Human Resources Director
FLSA Status	Non-Exempt (Can be Exempt)

Summary

The Health and Safety Director is a full-time, professional, and degreed employee. The purpose of this position is to develop and implement the company's safety program. This program will be a necessity to keep our employees healthy, so they are available to perform billable work; document to our clients that we have an effective safety program and culture; and comply with all federal, state, local, and client safety regulations and requirements.

Duties / Responsibilities

- Production/revision of written SHE Program Documents
- Training employees on the program
- Writing project safety plans
- Communicating safety procedures with staff
- Developing training PowerPoints and materials to present to the employees
- Researching OSHA news and new directives
- Managing data on third party programs such as ISN and Premier
- Meeting with management and attending meetings as necessary
- Ordering supplies and checking PPE inventory

Supervisory Responsibilities: None

Travel: Less than 10%

Qualifications

Education

- Bachelor's degree or higher in any of the following fields: Safety, Biology, and/or Chemistry



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Experience

- 1-3 years of experience is preferred, but willing to train a recent college graduate

License / Certification

- Licenses, certifications, and/or accreditations are not required

Knowledge / Skills / Abilities

- Must be proficient in technical writing
- Knowledge of OSHA 1910 and 1926 Regulations, NIOSH, ACGIH, and ANSI standards
- Understanding of Biologists duties, operation of UTV's, SCUBA, etc.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job, such as those associated with a professional office environment and field projects. Individuals will be exposed to varying levels of lighting, including blue-light associated with computer work, minimal to moderate noise level, and controlled temperatures. The individual will be exposed to normal and expected physical demands and hazards associated with ground and/or air travel as well as different landscape environment and weather conditions while performing field projects.

Physical Requirements

- Prolonged periods of sitting
- Talking, Frequently
- Hearing, Regularly
- Standing, Occasionally
- Walking, Frequently
- Ability to lift up to 20 pounds