JOB DESCRIPTION

JOB TITLE: Corporate Safety Director

JOB NUMBER: OM4019

FLSA STATUS: Exempt

CLASSIFICATION: First/Mid Level Officials and Managers

REPORTS TO: Senior Vice President of Administrative Services

SUPERVISES: No

JOB PURPOSE:
The Corporate Safety Director will be responsible for the continuous development of Safety Policies and Procedures as well as effective implementation of these policies. The Corporate Safety Director is ultimately responsible for having an effective workplace Safety program and culture in place. This position directs the resources and activities of the organization to support the Safety programs and initiatives by providing advice and guidance to company management and senior management. This position has significant influence on the company’s overall performance in the areas of corporate Safety. The primary challenge is to continually maintain an appropriate level of awareness, knowledge and preparedness across the organization to create a culture that prioritizes effective Safety and balances overall associated costs. Provide overall leadership, professional knowledge and expertise in the administration and support of Safety processes for all aspects of Goodwill® Industries of the Valleys to include regulatory agency compliance, organizational policies and employee Safety knowledge and awareness.

GENERAL DUTIES:
• Develop and provide technical and administrative direction on all Safety policies and programs which bear critical importance to the organization’s Mission, overall corporate objectives, and the operation of its various business segments.
• Oversee and enforce compliance with all regulatory and company Safety compliance requirements.
• Review internal Safety policies and practices to ensure they are current and appropriate; conduct hazard and risk assessments and develop new or, where necessary, make recommendations to senior management to amend Safety policies and procedures.
• Create a work environment which reflects a commitment to protecting the health and Safety of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Responsible for developing and providing for the training and certification of staff members of the organization in First Aid, CPR, Blood Bourne Pathogens, the operation of powered industrial trucks, the proper use of and handling of chemicals and hazardous waste, among other Safety training as applicable to their specific job description responsibilities.
• Communicates with and provides training and direction to organization staff to ensure the effective implementation and maintenance of Safety policies and procedures.
• Provides support and training materials for location Safety Ambassadors and Safety Coordinators.
• Contributes written submissions or otherwise supports Safety communications through newsletters, social media, new employee orientation sessions, and similar.

Effective date: 1/1/2013

THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY EMPLOYEE’S AT-WILL EMPLOYMENT STATUS.

Goodwill Industries of the Valleys helps people in our community have a better life through work and independence.
In addition to training, serves as a resource to the organization for Safety support, supplies, and information.

Manages the company’s Job Safety Analysis (JSA), Personal Protection Equipment (PPE), and Safety Incentive initiatives.

Administers the company’s Worker’s Compensation Program effectively. This includes a focus on accident prevention, cost reduction, effective case management, return-to-work programs, and similar relative to work related illness and injuries.

Coordinates effectively with Human Resources on leave administration and the corrective action process relative to work related illnesses and injuries.

Works jointly and collaboratively with all of GIV’s business segments and administrative offices to improve operational efficiencies and reduce Health and Safety related risks and costs.

Develops and maintains an aggressive accident investigation program. This includes thorough investigation of all accidents, identification of root causes, developing effective programs to prevent recurrence, and company-wide communication and education on same.

Conducts (or coordinates) on-site Safety reviews and audits at all locations to ensure compliance with safe working operations as specified and required by OSHA and company policy and procedure.

The Corporate Safety Director chairs and guides the activities of the Executive Safety Advisory Committee.

Responsible for a thorough analysis of accident trends and for the development and implementation of strategies to effectively resolve actual or perceived Safety issues.

Monitors and ensures compliance with regularly scheduled Safety meetings, facility inspections, and emergency drills at all locations.

Creates and maintains a culture reflective of a commitment to an illness and injury-free workplace.

Provides regular written and/or oral reports to senior leadership on the Safety program’s successes and challenges.

Responsible for the Health & Safety and Accessibility sections of CARF Accreditation.

Ensures compliance with all environmental, health, and Safety standards promulgated by local, state, and federal agencies.

Maintains OSHA 300 log and other required reports and ensures compliance of required postings.

Responsible for overseeing the security program and systems at the company headquarters.

Stay abreast of current and emerging technical and professional aspects of this position.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Accomplishes all tasks as appropriately assigned or requested for successful completion of the mission of GIV.

**QUALIFICATIONS:**

**Education and Experience**

- Bachelor’s degree required in risk management, industrial Safety and health, Safety engineering, Safety management, or closely related field.
- Prefer 10+ years of progressive experience with 7+ years of Safety management.
- Experience in the interpretation and enactment of Safety standards in OSHA and Workers’ Compensation regulations.
- Preference given to those with experience with Safety Management Systems.
- Preference given to those with Professional Certifications (ASP – Associate Safety Professional / CSP – Certified Safety Professional).

Effectiv e date: 1/1/2013

Replaces: 9/1/2008

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Skills
• Maintains a high degree of credibility, independence, integrity, confidentiality and trust. Strong leadership skills are essential, as are strong verbal and written communication skills.
• Demonstrates sound business judgment and is supportive of the missions and objectives of GIV. Commands respect appropriate to the position.
• Strives to develop partnerships, teamwork and good working relationships. Maintains an open management style.
• Understands the complexities of a large organization. Involves others appropriately in consultations and decisions.
• Possesses strong analytical skills and has an understanding of operational processes and related technology.
• Ability to read, analyze and interpret the most complex documents relating to Safety. Ability to respond effectively to the most sensitive inquiries or complaints.
• Proficient with computer and Microsoft applications.

CERTIFICATES, LICENSES, REGISTRATIONS:
• Valid State of Virginia driver’s license and proof of insurance required to drive personal car on company business. ________
• Additionally, 3+ point DMV record required to drive company vehicle. ________

ACCOUNTABILITIES AND MEASURES
• Accomplishment of assigned tasks
• Ratio of number of accidents to employees
• CARF accreditation
• Facility Safety Inspections
• NISH Audit
• Medicaid Waiver Certification

AMERICANS WITH DISABILITIES SPECIFICATIONS:
• Physical Demands
  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

  While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

• Work Environment
  Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  While performing the duties of this job, the employee is occasionally exposed to weather conditions. The noise level in the work environment varies from low to high depending upon the location.
RECEIPT OF JOB DESCRIPTION:
This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

________________________________________  Date

Employee’s Signature

________________________________________  Date

Supervisor’s Signature

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