

# Job Description

## Employee Health & Safety Manager

### Main Goal

To implement, monitor and continue the development of company safety policies and procedures while making sure all the workers at a construction site are working safely and following all the correct safety procedures. To provide a safe work environment on all projects while meeting all State and Federal rules and regulations.

### Responsibilities, Authorities, and Key Result Areas

- Monitor, maintain and continue to develop all Company safety policies and programs.
- Advise management on safety compliance concerns and preventative actions.
- Assist, plan and implement safety policies and procedures in compliance with OSHA and other local, state, and federal rules and regulations.
- Conduct site inspections, checking for and addressing hazards that may put workers at risk. Inspect equipment for breaks or maintenances issues and other tools and equipment for defects. Make sure all employees are adhering to PPE requirements.
- Identifying and advising on PPE and other protective clothing and safety equipment that may provide better protection dependent upon the specific construction site.
- Develop, plan, implement and conduct training for employees in work site safety practices with assistance from external safety consultants where necessary.
- Develop a work environment which reflects a commitment to protecting the health and safety of all Harris employees and subcontractors.
- Responsible for training and certification in First Aid, CPR and any other safety training applicable to specific job responsibilities.
- Prepare and maintain company incident program. This includes thorough investigation of all incidents and development of programs to prevent re-occurrences.
- Document employees for noncompliance with safety policies and procedures, take disciplinary action, and work with Project Manager, Project Superintendent and/or Foreman to monitor employee behavior going forward to ensure full compliance.
- Work with Estimating and Project Teams to develop job specific safety plans, budgeting recommendations and identification of unique project specific safety concerns.

- Perform site inspection visits with project teams and provide inspection reports to Harris and subcontractors for corrective measures, as well as follow-up to ensure proper actions have been taken.
- Assist project start-up by monitoring safety requirements for the project.
- Manage emergency response incidents and implement corrective actions.
- Maintain OSHA 300 log and other required reports and ensure compliance of required postings.
- Maintain a thorough knowledge of applicable government regulations, safety compliance, and industrial hygiene.
- Work with HR to manage Workers' Compensation Claims and Return to Work programs.

**Reports to:** Chief Operating Officer and Senior Project Managers

**Qualifications:**

- 4-year degree in related field from an accredited college or university
- Five (5) to Seven (7) years of safety related construction experience.
- Certification in CalOSHA training programs are preferred.
- The ability to train employees on equipment, excavation, and scaffolding is preferred.
- Highly, motivated, organized and detail-oriented.
- Proactive, assertive, level-headed approach to safety is a must.
- Experience with CalOSHA enforcement and consultation visits.

**For Employment Consideration**

Please forward your resume and cover letter to:

**Email**

[hr@harrisconstruction.com](mailto:hr@harrisconstruction.com)

**Mail**

Human Resources Department  
Harris Construction Co., Inc.  
5286 East Home Avenue  
Fresno, CA 93727-1964

**Equal Opportunity Employer**

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