



TITLE: Safety & Loss Prevention Manager
REPORTS TO: Chief Financial Officer
JOB STATUS: Full Time, Exempt (Salary)
Location: Central Office

POSITION SUMMARY

To develop, lead and implement a comprehensive workplace safety and loss prevention program for Riedman Companies ultimately leading to a culture of safety. As a member of management, plays a critical role in leading and modeling Riedman’s mission, vision and values by displaying a genuine passion for the health and safety of all team members.

ESSENTIAL FUNCTIONS

- Creates and leads the implementation of workplace safety and loss prevention programs, plans and procedures.
- Promotes a safety culture that proactively involves employees.
- Evaluates safety practices and procedures for risk assessment and develops improvement strategies.
- Develops and analyzes safety performance metrics to support implemented initiatives and target areas of risk.
- Performs regular job-site safety inspections and facility audits.
- Leads incident investigations; determines root causes for incidents and recommends steps to prevent reoccurrence.
- Works closely with CFO on all aspects of company insurance programs including setting coverage limits, deductibles and carrier selection.
- Collaborates with management to develop an Emergency Action Plan and serve as a resource for injuries and incidents.
- Maintains a written log of safety inspection activities, reports and correspondence.
- Interfaces with all levels of company. Works closely with Human Resources to develop and measure training materials and programs including annual and new hire safety training.
- Works with Human Resources to administer the company’s Workers’ Compensation program including investigation and response to workplace injuries.
- Accurately prepares and distributes required regulatory reports in a timely, orderly fashion.
- Proactively monitors applicable regulatory requirements and advises accordingly.
- Works with construction subcontractors assessing their safety policies and practices and performs periodic audits/inspections to ensure consistent following of those policies and practices.

OTHER RESPONSIBILITIES

- Performs additional responsibilities as assigned.

MINIMUM QUALIFICATIONS

- BA/BS degree in safety/loss prevention or other related field.
- 5-7 years’ experience managing, developing and leading safety programs.
- Certified Safety Professional (CSP, ASP, ARM) or Certified Utility Safety Professional (CUSP) preferred.
- Construction OSHA 10 & 30 trainer certified.

- Experience working with internal and external constituents to achieve successful implementation of safety programs.
- Must be experienced with delivering safety training.
- Must be proficient in Microsoft Office.

SKILLS and ABILITIES

- Ability to recognize when safety conditions need improvement.
- Ability to exercise good judgment.
- Must exhibit excellent verbal and written communication skills as well as excellent interpersonal skills to effectively work with all levels of the organization as well as outside contractors and vendors that partner with the company.
- Ability to work independently with limited supervision.
- Must be detail oriented, assertive and a self-starter.
- Ability to travel frequently to various Riedman communities, construction sites & offices throughout Western NY and Northwest Pennsylvania.
- Ability to provide detailed reports and develop safety procedures.
- Ability to demonstrate a commitment to the Company’s mission, vision and values.
- Ability to remain calm in stressful situations.

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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, hear and see. The employee is frequently required to lift and carry up to 40 lbs., stand, sit, stoop, kneel, crouch and climb stairs to review progress at sites in all phases of construction.

The employee is also required to drive and travel throughout Greater Rochester, Finger Lakes and Southern Tier and Western Pennsylvania regions and be able to work additional hours as necessary to maintain project schedules.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment may be subject to working in inclement weather on new home and commercial construction sites with additional site visits to indoor office and commercial apartment buildings.