Job Description

Position:	**Sr. Safety and Risk Manager**	**Position Status:**	**Full-Time**
Department:	**Safety Department**	**Union & FLSA Status:**	**Management – Exempt**
Reports to:	**Assistant General Manager**	**Adopted/Revised:**	**June 2026**

DEFINITION:

Under general direction, administers and oversees ReGen Monterey's occupational health and safety programs, policies, and initiatives, including the Illness and Injury Prevention Program (IIPP) and related training to ensure compliance with applicable health and safety regulations. Plans, coordinates, and manages the organization's insurance and risk management programs to minimize exposure to loss and protect organizational assets.

DISTINGUISHING CHARACTERISTICS:

This management-level classification is responsible for strategic and operational oversight of ReGen Monterey's occupational health and safety programs, insurance coverage, and risk management initiatives. The position serves as a member of the management team and provides technical expertise, policy guidance, and strategic recommendations to executive leadership on matters related to workplace safety, regulatory compliance, and organizational risk.

ESSENTIAL FUNCTIONS:

The following duties are representative of the work performed in this classification and are not intended to be an exhaustive list.

Safety Leadership and Program Administration

- Develops, implements, and administers ReGen Monterey's comprehensive occupational health and safety programs, including the Illness and Injury Prevention Program (IIPP).
- Promotes a safety-first organizational culture through leadership, training, and employee engagement.
- Evaluates operational practices and recommends policies, procedures, and program improvements to ensure regulatory compliance and adoption of industry best practices.
- Serves as technical advisor to management and staff on occupational safety and health regulations.
- Chairs the Employee Safety Committee and guides organization-wide safety initiatives.
- Serves as Incident Commander or Safety Officer during emergency response events.

Risk Management and Insurance Administration

- Administers the organization's risk management and insurance programs, including property, liability, and workers' compensation coverage.
- Identifies and evaluates organizational risk exposure and develops strategies to mitigate financial and operational risk.
- Manages relationships with insurance brokers, carriers, and third-party administrators.
- Coordinates third-party insurance claims, investigations, and recovery efforts.
- Represents ReGen Monterey in interactions with insurers, legal counsel, mediators, and regulatory agencies in relation to risk and insurance programs.
- Monitors claims trends and recommends strategies to reduce losses and improve safety outcomes.

Regulatory Compliance and Workplace Inspections

- Conducts workplace safety inspections, hazard assessments, and safety audits to ensure compliance with applicable laws and regulations.
- Investigates workplace incidents, accidents, and occupational illnesses and develops recommendations to prevent recurrence.
- Evaluates workplace conditions, equipment, and operational practices for potential hazards.

- Maintains required safety documentation including OSHA injury and illness logs and regulatory reporting.

Safety Training and Workforce Development

- Identifies safety training needs and develops or coordinates employee training programs.
- Conducts safety orientation for new employees, as needed, and provides training for supervisors on hazard assessments, incident investigations, and workplace inspections.
- Coordinates training on topics including personal protective equipment, lockout/tagout procedures, hazard communication, vehicle safety, emergency preparedness, and hazardous materials handling.
- Assists departments with safety communications and "tailgate" training programs.

Program Coordination and Organizational Support

- Maintains safety training records, certifications, and compliance documentation.
- Coordinates emergency preparedness planning and response exercises.
- Monitors corrective actions resulting from inspections, investigations, and hazard assessments.
- Collaborates with Human Resources, as needed, in the administration of workers' compensation injury claims and return-to-work initiatives.
- Oversees contractor and vendor safety compliance.
- Maintains liaison with regulatory agencies and industry organizations.
- Assists management in preparing budgets related to safety programs, training, and equipment.
- Evaluates and recommends ReGen safety equipment and personal protective equipment (PPE) for standardization and fiscal efficiency.

Organizational Expectations

All ReGen Monterey employees are expected to provide excellent customer service, maintain positive working relationships, demonstrate professionalism and cooperation, and maintain reliable attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge of

- Industrial safety and occupational health principles and practices
- Loss prevention and risk management strategies
- Applicable laws and regulations including Cal/OSHA, workers' compensation, and public agency liability requirements
- Hazard assessment, safety inspections, and incident investigation methods
- Safety training and employee education techniques
- Statistical analysis and safety performance metrics
- Recordkeeping and reporting practices

Ability to

- Interpret and apply federal, state, and local regulations related to workplace safety.
- Analyze technical and operational data and prepare reports and recommendations.
- Develop and deliver effective safety training programs.
- Conduct inspections, investigations, and hazard assessments.
- Collaborate effectively with regulatory agencies and represent the organization in safety and compliance matters.
- Maintain accurate records and prepare required regulatory reports.
- Communicate clearly and effectively both orally and in writing.
- Work independently, exercise sound judgment, and manage multiple priorities.

Employees must pass ReGen Monterey's physical examination, including drug testing and evaluation of the ability to safely perform essential job functions, including use of respiratory protection and other safety equipment.

TRAINING AND EXPERIENCE:
Any combination of training and experience that demonstrates possession of the required knowledge and abilities would be qualifying. A typical pathway includes:

- Bachelor's degree in business administration, public administration, occupational safety, risk management, or a related field.
- Ten (10) years of combined, progressively responsible experience in occupational health and safety and risk management, including experience managing liability and property insurance claims.
- Professional certifications such as Certified Safety Professional (CSP), Occupational Health and Safety Technologist (OHST), or Associate in Risk Management (ARM) are highly desirable.
- Ability to speak and write in Spanish is desirable.

Special Requirements:

- Possession of a valid California Driver's License and continued insurability to operate ReGen Monterey vehicles.
- Ability to obtain American Red Cross First Aid and CPR Instructor certification and Hazardous Materials First Responder certification within the first year of employment.

PHYSICAL AND SENSORY REQUIREMENTS:

Physical Demands
Work requires standing, walking on uneven surfaces, climbing stairs and ladders, sitting for extended periods, and lifting or moving objects weighing up to 25 pounds without assistance (heavier items with assistance). Employees must have sufficient vision, hearing, and manual dexterity to operate office equipment, conduct inspections, and communicate effectively.

Mental Demands
Employees must be able to analyze information, perform detailed work on multiple tasks with interruptions, meet deadlines, and interact effectively with employees, management, and the public.

Work Environment
Work is primarily performed in an office environment with periodic exposure to outdoor conditions, operational facilities, and moderate exposure to dust, odors, and noise.

Adopted: 06-2026
Revised: