



Job Description

Position:	Safety Manager	Position Status:	Full Time
Department:	Safety Department	FLSA Status:	Exempt
Reports to:	General Manager	Revised:	March 2024

DEFINITION:

Under general direction, administers the ReGen Monterey's occupational health and safety programs, policies and plans including, but not limited to, the Illness and Injury Prevention Program and staff training required to ensure full implementation and compliance with relevant regulations and for achieving ReGen Monterey's safety goals and objectives. Provides guidance and follow-up to all departments and management on identifying, evaluating, and mitigating occupational hazards and risks, to include loss assessment/control, and safety. May provide professional guidance upon request by ReGen Monterey staff who are responsible for liability and risk management, insurance procurement and policy management, claims administration, and claims adjustment and litigation.

DISTINGUISHING CHARACTERISTICS:

This is a management classification which has strategic and tactical responsibility for administering ReGen Monterey's occupational health and safety program. Positions at this class level serve as a member of ReGen Monterey's management team and provide advice and counsel to Senior leadership regarding strategic policy and problem-solving issues relating to the assigned department.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Promotes and motivates a culture of safety site-wide; responsible for implementing best practices and inspiring employees to make safety their #1 priority and to be safety ambassadors to others while on the job.
- Evaluates, develops, and recommends new and improved safety and health procedures and programs for integration into operational policies and for maintaining industry best practice standards.
- Develops and maintains safety policies, programs, and procedures.
- Serves as technical advisor to staff regarding safety and health standards and serves as Chair of the Employee Safety Committee.
- Administer ReGen Monterey's HAZMAT program (to include annual physicals and spirometry testing), Hearing Conservation Program, Automated External Defibrillator (AED) Program, Lock-Out-Tag-Out Program, Respiratory Protection Program, and Pandemic Outbreak Response Program.
- Inspects or evaluates workplace hazards, workplace environments, equipment, or practices to ensure compliance with safety standards and government regulations and conducts safety audits.
- Investigates the adequacy of ventilation, exhaust equipment, lighting or other conditions that could affect employee health, comfort, and performance.
- Calculate statistical information and maintain OSHA injury and injury logs.
- Prepare and present safety reports to the Board of Directors.
- Identifies training needs and conducts in-house safety training classes and/or contracts with other providers for training on a full range of topics such as First Aid, CPR, personal protective equipment programs, lock-out/tag-out procedures, vehicle safety, hazard communication and hazardous material handling, and emergency response plans.
- Receives reports of occupational injuries/illnesses, accident/incident reports and reviews for



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completeness and accuracy.

- Trains supervisors to conduct work hazard assessments, incident investigations and site inspections.
- Conducts safety orientation for new employees.
- Coordinates emergency response plan drills and approves inter-agency emergency preparedness initiatives.
- Maintains a library of reference materials, maintains records of training, and required certifications for staff.
- Assists supervisors with planning and curriculum for the safety “tailgate” meetings. Prepares training brochures and manuals.
- Reviews incident reports, analyzes trends and statistics, and conducts follow-up investigations to identify causes and to develop accident prevention recommendations.
- Coordinates the corrective actions and follow up resulting from site inspections, incident investigations, and hazard assessments ensuring that timely corrective action is taken.
- Coordinates with Human Resources in the administration of workers' compensation cases, return-to-work processes, employee physical job requirements, and security programs for ReGen Monterey.
- Coordinates and oversees contractor and vendor safety procedures.
- Maintains liaison with regulatory and enforcement agencies.
- Assists management in budget preparation for safety programs, equipment, and supplies; prepares and presents a variety of reports and studies.
- Evaluates personal protective equipment, makes purchase recommendations, and maintains inventory of safety equipment and supplies.
- Order equipment and training materials as needed.
- All ReGen Monterey positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen Monterey employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

Knowledge and Abilities:

- Policies, regulations, specifications, and requirements governing industrial safety and health, loss prevention, environmental compliance, emergency preparedness and accident prevention.
- Laws, rules, regulations and codes relating to Cal/OSHA, workers’ compensation, insurance funding and coverages, public agency liability requirements.
- Principles and practices of assessments, inspections and investigations as related to job responsibilities.
- Methods and techniques for employee training and instruction.
- Statistical concepts and methods.
- Record keeping principles and procedures, office management techniques and practices.
- Apply pertinent federal, state, and ReGen Monterey policies, codes, ordinances, and regulations pertaining to job responsibilities and employee safety and health.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Provide effective training relative to safety programs covering a wide spectrum of operations for a wide variety of staff.
- Work independently and apply sound judgment and critical thinking skills in a variety of circumstances to make effective decisions.
- Effectively collaborate with external regulatory agencies and represent ReGen Monterey in matters related to occupational health and safety, emergency preparedness and environmental compliance programs.



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- Prepare and maintain computer records, reports, and correspondence using Microsoft Word and Excel programs.
- Prepare and submit required state and federal reports.
- Read, understand, and apply complex written material, rules, regulations, and codes as related to safety and environmental health.
- Pass ReGen Monterey's physical examination, which includes drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position including the requirements to wear respiratory protection and other safety equipment.
- Communicate clearly and concisely in English, both orally and in writing.
- Adhere to an assigned work schedule, adjust working hours to include early evenings and/or Saturdays if necessary, and meet ReGen Monterey's attendance standards.

TRAINING AND EXPERIENCE:

Any combination of training and experience which demonstrates possession of and competency in requisite knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

Progressively responsible experience in the areas of workplace safety and employee training. At least five years of which have involved administration of a safety and accident prevention program, and completion of advanced educational training and course work in safety engineering, occupational safety and health, or closely related field.

Bachelor's degree in business administration, public administration or related field is required. Certification as a Certified Safety Professional (CSP), an Occupational Health and Safety Technologist (OHST) and/or an Associate Risk Manager (ARM) is highly desirable. Ability to speak and write in Spanish is desirable.

Special Requirements:

- Continued possession of a valid California Driver's License, including on-going insurability to drive ReGen Monterey's vehicles.
- Persons employed in this classification are required to participate in ReGen Monterey's provided training to acquire basic American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) instructor certificates and to obtain Hazardous Materials First Responder certification during the initial year of employment.

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Frequently stand and walk on flat and uneven surfaces, stairs, steps and ladders; sit for extended periods; vision sufficient to read printed material, visual displays terminals normal range; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; lift and move objects weighing up to 25 pounds without assistance and lift and move heavier objects with assistance; physical mobility sufficient to move about the office and ReGen Monterey site grounds during investigations, inspections. Verbal communication: manual dexterity and hand-eye coordination sufficient to write, use telephone computer, business machines and related equipment, use of office equipment including computers, telephones, calculators, copiers, and fax.



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Mental Demands

While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information, and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of ReGen Monterey management and personnel, and the public.

Work Environment

Normally work is performed in an office environment; moderate exposure to dirt, dust foul odors and outdoor conditions; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print