



JOB DESCRIPTION

JOB TITLE: Safety and Compliance Manager
EXEMPT: No

REPORTS TO: Director of Human Resources
DEPARTMENT: PAR

SUMMARY: The Safety and Compliance Manager uses independent judgement to manage and oversee all aspects of PAR's Environmental Health & Safety (EHS) Program with a focus on ensuring PAR's compliance with all applicable CAL-OSHA, OSHA, EPA, County Health Department, and Local EHS regulations and in the process ensuring PAR's regulatory agency inspection readiness. This individual is in charge of establishing safe systems in the workplace to protect employees from workplace hazards, making sure that employees follow health and safety regulations, and overseeing operations to promote the wellbeing of their team.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Safety and Compliance Manager is responsible for continuously monitoring and adapting the company's safety procedures and operations to ensure a safe and fully compliant work environment for all employees – in all PAR Branch facilities and in all States in which the company's employees are located.

The main duties and responsibilities for this position include: (Other duties may be assigned)

- Plans, implements, manages, and maintains a comprehensive environmental safety and health (EHS) program which ensures compliance with all local, State, and Federal (Cal-OSHA, OSHA, EPA, etc.) regulations related to employee safety which program includes but is not limited to the preparation of written Safe Operating Procedures (SOPs) for use by the supervisors in the training of employees;
- Advises the company's management team on safety issues and compliance in specific projects and operations;
- Conducts safety meetings, audits, and inspections of the workplace environments and equipment to ensure compliance, evaluate performance, identify corrective action, and implement follow-up assessments;
- Directs supervisors in the development of safety procedures to include analyzing safety concerns, training in the principles of accident prevention and investigation, and advising as to the form and content of record keeping for injury reporting;
- Maintain accurate and current records in accordance with guidelines; maintain a written log of safety inspection activities, safety training, reports, and correspondence;
- Partner with KPA and B & H (the company's safety consultants) in conducting internal compliance audits and risk assessments to ensure effective and consistent implementation of regulatory and internal requirements at all locations; Manage KPA's quarterly trainings and facility inspections which includes following up with supervisors to ensure that recommended corrective action is addressed in a timely manner;
- Manage and provide oversight of company's on-the-job injuries and workers' compensation claims;
- Supervise and monitor the completion of workers' compensation injury reports and modified work plans, as required;
- Analyze incident reports, metrics and injury case studies in order to institute changes that lead to a safer environment;
- Investigate on-the-job accidents, identify root causes, determine corrective and/or preventative action and ensure that all preventative action is taken is taken by supervisors and employees
- Arrange for the transportation of the injured worker to the contracted medical facility;
- Track and update injury and illness database; serve as point of contact for yearly workers' compensation audit;
- Coordination and administration of PAR's Injury and Illness Prevention Program (IIPP), Emergency Action Plan & Evacuation Procedures, Hazard Communication, Tractor Safety, Forklift Safety, and Accident & Injury Response and Procedures;
- Coordinate with supervisors and Accounts Receivable/Purchasing the acquisition of PPE, required safety tools and supplies;
- Collaborate and support department managers and HR department to monitor enforcement of safety standards and regulations; monitor employee conformity to safety laws and policies
- Develop safe driving programs and accident reduction strategies on safety and compliance issues

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GENERAL REQUIREMENTS:

- Required to maintain a valid Class C driver's license and a good driving record (if authorized to drive by Director of HR)
- Establishes and maintains effective channels of communications with management, co-workers, vendors and all other business contacts
- Ensures the use of equipment and materials in a safe and acceptable manner, following established safety procedures, using appropriate safeguards, and observing common sense rules of safety in all on-the-job activities
- Is organized, independent and self-motivated, enthusiastic, dependable, detail-oriented, flexible in scheduling and prioritization, and driven by excellence; possesses good time-management skills;
- Directs tasks in accordance with changing deadlines and priorities to ensure positive outcomes
- Demonstrates proficient written and verbal communication skills, including accurate grammar and business correspondence
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service
- Conduct self in the presence of customers and community so as to present a professional image of Pacific Ag Rentals
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set
- Perform all other duties as assigned by management in a professional and efficient manner

QUALIFICATION REQUIREMENTS

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from four-year college or university; or three to five years minimum related experience and/or training; or equivalent combination of education and experience in the management of a workers' compensation program and/or in human resources.

MINIMUM KNOWLEDGE AND ABILITIES:

- Working knowledge of OSHA, Cal-OSHA, EPA, State, County and Local Health and Safety standards
- Excellent organizational and time-management skills; ability to follow-up, multi-task and meet deadlines;
- Have a working knowledge and understanding of workplace safety and health laws and guidelines;
- Ability to recognize problems, identify possible causes, and resolve routine problems;
- Ability to be resourceful and proactive when issues arise;
- Ability to work positively and respond promptly to requests, needs and concerns;
- Ability to provide detailed reports and develop safety procedures;
- Strong interpersonal skills to work collaboratively with employees, supervisors, management and external parties in a positive, professional, effective and courteous manner;
- Ability to apply math concepts to practical situation;
- Excellent computer skills including proficiency in Microsoft Office Suite and Excel

LANGUAGE SKILLS:

- Bilingual and Bi-Literate (English / Spanish) a plus
- Ability to respond to basic inquiries and present information effectively to co-workers, supervisors, third-party vendors regulators, and management verbally and in writing;
- Excellent verbal and written skills to communicate effectively with branch managers, supervisors, employees and third party vendors.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals, and Safe Operating Procedures (SOPs).

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WORKING CONDITIONS: working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

ENVIRONMENT:

- Work time is split between the office, shop and yard in a variety of weather
- Regular time is spent on the computer and phone
- Noise level in the work environment is usually moderate

PHYSICAL DEMANDS:

- **Occasionally:** Drive, lift up to 30lbs
- **Frequently:** Sit, bend, twist, push, pull, climb, squat, crawl, kneel, reach above the shoulder, climb or balance; stand and walk; grasp with hands and fingers, handle tools, see (including close vision, distance vision, peripheral vision, depth perception), hear and speak

MACHINES, TOOL AND EQUIPMENT:

- **Seldom (1-5%):**
- **Occasionally (6-33%):**
- **Frequently (34-66%):**
- **Continuously (67-100%):** Computer, telephone, vehicle

TRAVEL:

- This job requires flexible routine travel to all branch locations

ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for Pacific Ag Rentals to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Print Applicant/Employee Name

Applicant/Employee Signature

_____/_____/_____
Date

MANAGEMENT ACKNOWLEDGMENT

Employee listed above is authorized by HR Manager to assist as a driver (limited to Gross Vehicle Weight Rating under 26,000 pounds) while continuing to maintain Class C driver's license and clean driving record:

Yes No

Print Management Name and Title

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Management Approval Signature

Date