



TRAINING AND SAFETY MANAGER

Division/Department: Administration
Shifts: Monday – Friday 8:00am – 5:00pm
Job title: Training and Safety Manager
Reports to: General Manager

Level/Grade: Management	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> /week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/Scope of Position

The Training and Safety Manager is responsible for identifying training requirements and develops plans for training new and existing employees. Additionally, a Training and Safety Manager has advanced experience with instructional methods, team coaching and skill development. They use these skills to support the rest of their team and ensure all employees are properly trained and working to company standards. The Training and Safety manager works to prevent workplace accidents and promotes health and safety awareness and education to fellow employees. They are responsible for making sure that employees follow health and safety laws and creating policies for a safer work environment. They must take measures to identify potential workplace hazards and improve existing conditions. The Training and Safety Manager works with Human Resources and supervisors to ensure quality training and best safety practices are in place for a safe and effective workplace.

Responsibilities/Duties (inclusive of but not limited to):

Training and Development

- Identify and assess the training needs of the organization through job analysis, career



paths and consultation with managers

- Organize meetings with management before preparing course materials to ensure a detailed understanding of training subjects and processes
- Develop individualized and group training programs that address specific business needs.
- Develop training manuals that target tangible results
- Implement effective and purposeful training methods
- Evaluate organizational performance to ensure that training is meeting business needs and improving performance
- Assess employees' skills, performance, and productivity to identify areas of improvement
- Effectively communicate with team members, trainers, and management
- Create a curriculum to facilitate strategic training based on the organization's goals
- Manage the technologies and technical personnel required to develop, manage, and deliver training
- Keep abreast of training trends, developments, and best practices

Safety Management

- Create and implement workplace health and safety plans and procedures
- Evaluate health and safety practice and procedures for risk assessment and following legal guidelines and OSHA guidelines
- Conduct accident prevention training and health and safety training
- Inspect equipment for unsafe workplace conditions
- Monitor employee conformity to safety laws and policies
- Investigate accidents and incidents to find cause and take prevention measures for further incidents
- Suggest solutions, improvements, and prevention steps for safety issues
- Advise and lead employees on various safety-related topics
- Prepare educational seminars and webinars on a regular basis
- Review existing policies and procedures
- Work with HR to set up a new employee on-boarding process for safety
- Conduct risk assessment
- Enforce preventative measures
- Recruit and train safety committee team members
- Identify process bottlenecks and offer timely solutions
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees' safety

Other Duties

- Protects company's value by keeping employee's health information confidential.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals
- All other duties as assigned



Education/Training

- A Bachelor's Degree in Human Resource, Organizational Training and Development, or related field (essential)
- A minimum of 2 years experience in training and development management (essential)

Skills

- Excellent leadership skills: Communicate clear objectives, provide feedback, and suggest improvement for individual performance, coaches
- Exceptional organizational, management, planning, and executing and problem-solving skills
- Experience analyzing company needs, lesson planning, development and implementation
- Ability to prepare comprehensive written reports and correspondences, represent ideas clearly and concisely, and make presentations
- The ability to make effective decisions under pressure
- Experience in strategic planning and execution
- Experience in formulating policy and developing and implementing new strategies and procedures
- Manage conflicting priorities within tight deadlines
- Needs to have integrity and be honest in dealings without misusing power
- Ability to research information and analyze data to arrive at valid conclusions, recommendations and plans of action
- Ability to meet or exceed the company's attendance and punctuality standard
- Affective ability to multi-task
- Excellent verbal and written communication skills (technical writing skills required)
- Ability to motivate teams and simultaneously manage several projects
- Reliable, responsible, and dependable, and fulfilling obligations
- Careful about detail and thorough in completing work tasks
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems

Salary

- DOE

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods

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