Parrish Tire Company (www.parrishtire.com)

Safety Manager

Reports to: Chief Financial Officer ("CFO")
FLSA Status: Exempt
Revised: September 24, 2018

Position Summary: The Safety Manager will oversee all aspects of the Parrish Tire Company ("PTC") safety program, including, but not limited to: ensuring that all PTC locations are following safety protocols outlined in the PTC Safety Manual; amending and/or adjusting the PTC Safety Manual as necessary; serving as the Safety Committee Facilitator on the PTC safety committees; organizing/developing safety training for employees; assisting PTC management with its understanding and compliance with OSHA standards and regulations; working/collaborating with key PTC business partners (ie, Workers Comp Insurance carrier, etc), and; working with PTC management/leadership to effectively manage the financial/operational risks associated with Workers Compensation.

Position Responsibilities:

- Direct oversight of auditing, reporting, safety inspections, administering safety policies, and implementing safety programs in accordance with the PTC Safety Manual and regulatory bodies and standards (ie, OSHA, DOT, etc).
- Visit PTC locations (monthly or quarterly??) to conduct safety audits in accordance with an annual safety plan developed by the PTC safety committees on personnel, equipment and materials.
- Evaluate, plan, implement and coordinate programs and/or training to assure safe and healthy conditions for employees.
  - Determine the curriculum for new employee orientation as it pertains to safety.
  - Determine the curriculum for monthly safety meetings at the PTC store locations.
  - Work with critical business partners (ie, Workers Comp Insurance Carrier, etc) to capitalize on available safety programs.
- Oversee the administration of Worker’s Compensation required reporting including, but not limited to, making sure that all locations are accurately reporting/completing their claims/reports.
  - Track and analyze claims/incident metrics and apply/interpret findings
  - Provide monthly updates to PTC Executive management, summarizing findings and proposed training/initiatives, if applicable.
- Assist PTC Human Resources and critical PTC business partners (ie, Workers Comp Insurance Carrier, etc) with accident/incident investigation, evaluation and report preparation.
Oversee fleet tracking/reporting requirements, capital expenditure requests and applicable DOT safety compliance, initiatives and incident analysis.

Work safely always and adhere to all applicable safety policies.

Stay abreast of and maintain advanced knowledge of State and Federal regulations including OSHA, DOT, etc.

Obtain appropriate training and certifications as determined at the beginning of each calendar year based on annual performance evaluation received from the CFO.

**Position Qualifications:**

**Required**

* Minimum of 2 years of Safety or Safety Related oversight responsibilities.

**Preferred**

* Knowledge and experience working with an AS400 system is a plus.
* CSP Certification.
* Ability to travel to PTC locations, which could include overnight stays.

**Skills, Knowledge and Abilities**

* Excellent oral and written communication skills
* Exceptional customer service and interpersonal skills
* Effective problem-solving and influencing skills
* Strong organizational, self-motivation, and decision-making skills
* Ability to manage multiple priorities in a fast-paced environment
* Ability to work independently and collaboratively, as needed
* Ability to work outside regular business hours to meet business needs

**Key Competencies:**

* Performance leadership
* Interpersonal influence
* Service orientation
* Integrity
* Effective team relationships
* Proactive problem solving
* Share information appropriately
* Solicit information or assistance when needed