**Position:** Safety and Risk Manager

**Employment Status:** Full-Time, Salary

**Reports to:** Chief Executive Officer (CEO)

**Location:** Bonner Springs, KS 66012

**JOB SUMMARY:**

The Safety and Risk Manager is responsible for developing, implementing, and maintaining safety and risk management programs to ensure a safe working environment and mitigate potential risks within the organization. This role involves conducting risk assessments, implementing safety protocols, and ensuring compliance with relevant regulations and standards. The Safety and Risk Manager works closely with all departments to identify hazards, train employees on safety procedures, and respond to incidents effectively.

**RESPONSIBILITIES AND DUTIES:**

* Direct the organization’s response to incidents, accidents, and near misses and ensure timely and effective action to mitigate impact and facilitate recovery.
* Perform root cause analysis on all injuries, incidents, and near misses.
* Analyze investigation data and trends to anticipate potential issues and implement preventative measures.
* Track and follow-up on the completion of recommended safety improvements.
* Develop and implement comprehensive risk management framework and strategies to identify, assess, and mitigate risks.
* Establish and update policies and procedures to manage operational safety risks across the organization.
* Work with Management to develop Standard Operating Procedures to guide the safe execution of professional service and culture development.
* Ensure compliance with all relevant local, state, and federal regulations, including OSHA standards, industry guidelines, and environmental laws.
* Identify areas of non-compliance or potential risks and work with departments to implement corrective actions.
* Promote a risk-conscious culture within the organization, encouraging proactive risk identification and reporting.
* Maintain web-based verification sites.
* Monitor DOT (Department of Transportation) compliance and authority for the organization.
* Create, update and maintain OSHA 300 and MSHA reports.
* Develop and maintain training requirements for all job functions within the organization.
* Ensure employees are educated on safety procedures and are aware of potential hazards.
* Stay current on safety regulations and best practices and communicate changes to the organization.
* Manage Workers Compensation program and monitor work related injuries and illnesses.
* Develop and maintain protocols for urgent care and emergency facilities and standardize care and return-to-work procedures.
* Develop and maintain procedures for the execution of pre-employment, post-accident, random, and reasonable suspicion drug and alcohol testing.
* Implement Customer Safety Training Curriculums.
* Prepare and maintain driver qualification files to ensure compliance with DOT rules and regulations.
* Conduct and participate in Safety Committee meetings and accident reviews.
* Manage random drug & alcohol testing program.
* Monitor and ensure compliance for driver HOS (Hours of Service) as well as fleet regulations and compliance.
* Coordinate with insurance providers to review policies and mitigate/manage potential and existing claims.
* Review contracts to identify areas of potential risk or liability.
* Train new hires and teams on corporate policies and procedures.
* Prepare and present safety performance data, reports, and recommendations to the management team.
* Manage field safety professionals.
* Develop and implement site-specific safety plans (SSSP) and procedures.
* Performs other related duties as required and assigned.
* Travel as necessary.

**QUALIFICATIONS AND SKILLS:**

* Bachelor's degree in Risk Management, Occupational Health & Safety Management, or a related field.
* Five (5) years of experience in safety management, risk assessment, or a related field.
* Strong knowledge of safety regulations, including OSHA and ISO standards.
* Excellent communication, leadership, and problem-solving skills.
* Experience with safety audits, incident investigations and emergency response planning.
* Strong leadership, communication, and interpersonal skills.

**PHYSICAL DEMANDS:**

* While performing the duties of this job, the employee is required to sit, stand, walk, stoop or crouch.
* The work environment involves working in both office and field environments, including exposure to potential safety hazards.

**GENERAL DUTIES and EXPECTATIONS:**

* Contribute to the professional culture within the office and company overall.
* Follow direction from management and manage tasks prescribed.
* Provide leadership qualities regarding safety and company policies.
* Adhere to Company Code of Conduct/Ethics and Core Values.
* Multi-task, prioritize and manage time effectively.
* Contribute to the professional culture within the office and company overall.
* Ensure security of information in all matters pertaining to company, client, and customer information.
  + Ability to work out of the office and travel as needed.
  + 40-hour work week in pursuit of company objectives. Occasionally weekend on-call availability is required.
  + Travel required: Less than 10%.