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## Various Project Assignments

### Position: Safety Representative

<b>Location:</b>	<b>Various Locations</b>
<b>Length of Project:</b>	<b>TBD</b>
<b>Project Start Date:</b>	<b>TBD</b>
<b>Work Schedule:</b>	<b>TBD</b>

#### **General Duties Summary**

It is the responsibility of the Safety Representative to coordinate safety initiatives within local jobsites and facilities as directed by the InServe Safety Manager. This position is responsible for, reporting, investigation, and follow-up corrective actions. This position is responsible for ensuring that regular audits and safety reviews are performed for all operations within their respective office.

#### **MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Provide environmental, health, and safety expertise to ensure compliance with applicable federal, state, and local regulations.
- Perform safety and compliance audits for jobsite locations within the region.
- Ensure the proper reporting, investigation, and corrective action for vehicle incidents, personal injury incidents, property damage, near-miss incidents, and general public incidents involving InServe operations.
- Promote the effective supervision, management, motivation and training of all INSERVE team members in areas of personal safety, health, and regulatory compliance.
- Ensure compliance with INSERVE's safety programs, policies, and procedures.
- Complete periodic and one-time safety and compliance reports in a timely fashion.
- Conduct jobsite audits to ensure compliance with the INSERVE Safety Program and detect existing or potential incident and health hazards. Recommend corrective or preventative measures and work with management to develop and implement improvements.
- Coordinate training programs which will increase proficiency in safe practices and promote safety consciousness.
- Provide training, or schedule training by others, and provide updates of the training requirements as they change.
- Assure that safety meeting and training attendance are properly documented in accordance with INSERVE procedures and regulatory agency requirements.
- Address specific reporting and record keeping requirements of OSHA, client specific and other pertinent safety/regulatory compliance matters.
- Create and coordinate efforts to help reduce the frequency and severity of InServe incidents and injuries.
- Monitor monthly safety meetings and training conducted at jobsite locations.



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- Compile reports addressing the efforts and effectiveness of the local meetings to local management.
- Work closely with business units to ensure work activities are performed in a safe manner in compliance with applicable company/client policies and regulatory considerations.
- Assist in the new-hire process and site orientation.
- Any other activities as directed by Local and Regional Managers.

#### **Required Experience and Qualifications**

- High school diploma or equivalent.
- Must possess the personality, enthusiasm, and commitment to InServe core values and promotion of InServe' safety culture.
- Proficient in Microsoft suite of programs.
- Ability to work independently and as part of a team.
- Self-starter who can effectively prioritize, multi-task and manage to accomplish objectives within prescribed deadlines.
- Outstanding communication skills including written, oral, interpersonal and presentation.
- Ability to read, analyze, and interpret regulations.
- Must be able to perform work outdoors in a wide range of temperatures and weather conditions.
- Ability to be "on call" 24/7 for emergencies.
- Must possess a valid drivers' license to operate a motor vehicle and authorize InServe to validate by means of an MVR search.
- Ability to wear various forms of personal protective equipment during the performance of their duties.
- Able to use and comprehend atmospheric testing devices as well as atmospheric sampling devices used to conduct employee exposure monitoring.
- At a minimum: Experience as a practicing health and safety professional in the manufacturing, refining, petrochemical, or related industries.

#### **Other Requirements Include:**

- Current Basic Plus.
- Ability to pass drug screen and background check.
- Be punctual, show up on time.
- Utilize good time management skills.

#### **Compensation:**

- Pay is competitive and based on experience and certifications.
- Overtime will be paid at 1.5X Base Pay Rate.
- Overtime rates apply after 40 hours per week.