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| TITLE | Safety Director |
| DEPARTMENT | Administration |
| REPORTS TO | President |
| FLSA STATUS | Exempt |
| POSITION STATUS | Full time |
| EFFECTIVE DATE | Created: 08/26/21 |

JOB SUMMARY

The Safety Director will develop, coordinate, and implement occupational health policies and procedures to promote and ensure effective safety operations in the organization. Works with all personnel to ensure that safety is at the forefront of everything we do.

NATURE AND SCOPE:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Bachelor's degree in related field. Equivalent experience will be considered. A least five years of experience in a leadership safety role.

Other Qualifications:

- Excellent written and verbal communication skills.
- Ability to communicate effectively with employees to direct and manage work regarding safety and ability to handle crisis situations where safety has been compromised. Ability to effectively handle customer and employee complaints regarding safety.
- Extensive knowledge of workers compensation, OSHA/HIOSH, DOT Regulations.
- Incident investigation experience.
- Must be a self-starter.

- Ability to conduct training classes and presentations in groups and/or in one-on-one training situations on safety programs, processes and procedures, policies and Hawaii Petroleum's safety culture behavior, expectations, and beliefs.
- Excellent organizational skills with attention to detail.
- Strong leadership skills.
- Ability to write routine reports and correspondence.
- Ability to create and implement safety training programs and documentation.
- Ability to see potential safety hazards, creatively and practically solve safety problems and deal with multiple variables in situations where safety is a concern.
- Position normally follows a work schedule of office hours. However, the Director of Safety must be available to work any time and day of the week when safety has been compromised, accidents occur, and/or incidents occur.
- Ability to hold employees accountable for following safety rules and procedures.
- Ability to move with a sense of urgency, especially when accidents and incidents occur.

Computer Skills:

- Proficient in Microsoft Office suite or related software.
- Origami
- Sharepoint

Certificates, Licenses, Registrations: Valid Type 3 Driver's License

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Collaborates with management to develop, prepare and implement safety policies and procedures.
- Ensures compliance with Federal, State, and local safety laws and regulations, i.e., Workers Compensation, Department of Transportation, HIOSH, OSHA, Drug Testing, etc.... Keeps abreast of changes to laws and implements accordingly.
- Ensures personnel have proper training and complete required certifications.
- Ensures accurate completion and online submittal of required OSHA, DOT and Origami, reporting.
- Provides technical and administrative support to operations in all areas of safety.
- Puts a stop to operations and activities that could harm employees or equipment.
- Identified opportunities to minimize workplace injuries, accidents and health problems.
- Oversees and manages companies "Hazard Recognition Program". Trains all employee on the program and how to submit potential hazards. Ensure submittal requirements are being met.
- Creates and implements safety programs and safety culture and other required training regimen.
- Determines personal protective equipment requirement for each position and ensures replenishment of such. Also monitors and replenishes first aid kits.
- Conducts regularly scheduled Safety meetings and rallies and does safety presentation in "All Hands" meeting. Creates safety topics for all stores' monthly store meetings. Attends and participates in petroleum safety meetings as scheduled.

- Produces all internal and external required safety reports.
- Conducts employee training on applicable safety standards.
- Reviews safety training as well as documentation and recommends revisions, improvements, and updates.
- Conducts safety inspections and audits to assess employee compliance and safety regulations. Prepares for and handles any external government audits.
- Reviews accident and incident reports, ensures all follow-up paperwork is completed and recorded.
- Responsible for oversight and ongoing follow-up with and an employee When an employee is injured on the job. In addition, responsible for ensuring elimination/reduction of future accident/incident. Ensures reporting to relevant parties, internally and externally creating incident reports and follow-up reports and submitting reports in Origami and Titan.
- Travels to Hawaii Island for safety training, meetings, program oversight, and implementation and execution of safety programs. Overnight stays are sometimes required.
- Tracks status of all employees off work due to injury, corresponds with adjuster and tracks status. Works with Operations personnel to identify light duty opportunities to return injured employees as soon as practical.
- Updates and maintains Petroleum's Safety Manual and store's E.N.D. Book (Emergency and Natural Disasters Book) policies, procedures and emergency plans. Ensure emergency situational plans are in place for entire organization. Serves as "lead" in directing others when natural disasters are imminent or have occurred.
- Works with insurance companies to conduct site inspections and to generate reports necessary to insurance policy compliance.
- Complies with all Company's Rules of Conduct, policies, and procedures.
- Participates in Company related training sessions. Attends safety seminars give by third-party entities and/or Saltchuk.
- Compliance with all Federal, State, Local and Company safety, health and environmental regulations.
- Regular attendance. Qualified absences related to the State and Federal Family Medical Leave Act must be reported to Human Resources.
- Other duties and special projects as assigned.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

ADA - CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

TITLE: SAFETY DIRECTOR (HPI)

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| 1. | The physical activity of this position. (Please check all blocks that apply) |
| A. | Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. |
| B. | Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. |
| * C. | Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. |
| D. | Kneeling. Bending legs at knee to come to a rest on knee or knees. |
| E. | Crouching. Bending the body downward and forward by bending leg and spine. |
| F. | Crawling. Moving about on hands and knees or hands and feet. |
| G. | Reaching. Extending hand(s) and arm(s) in any direction. |
| * H. | Standing. Particularly for sustained periods of time. |
| * I. | Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. |
| J. | Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. |
| K. | Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. |
| L. | Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. |
| * M. | Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. |
| * N. | Grasping. Applying pressure to an object with the fingers and palm. |
| O. | Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. |
| * P. | Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. |
| * Q. | Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. |
| * R. | Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. |
| 2. | The physical requirements of this position. (Please check only one block) |
| * A. | Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met. |

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| | B. | Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. |
| | C. | Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| | D. | Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| | E. | Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |
| 3. | | The visual acuity requirements including color, depth perception, and field vision. (Please check only one block) |
| * | A. | The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. |
| | B. | The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc. |
| | C. | The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment. |
| * | D. | The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.) |
| 4. | | The conditions the worker will be subject to in this position. (Please check all blocks that apply) |
| | A. | The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes. |
| | B. | The worker is subject to outside environmental conditions. No effective protection from the weather. |
| | C. | The worker is subject to both environmental conditions. Activities occur inside and outside. |
| | D. | The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity. |
| | E. | The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity. |
| | F. | The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level. |
| | G. | The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body. |
| | H. | The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and |

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| | | high places, exposure to high heat or exposure to chemicals. |
| | I. | The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation. |
| | J. | The worker is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. |
| | K. | The worker is required to function in narrow aisles or passageways. |
| * | L. | None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.) |