

JOB DESCRIPTION

Job Title: Safety and Security Inspector
Reports To: Administrative Services Manager
FLSA Status: Non-Exempt
Department: Safety
Date: December 4, 2023

Salary: TBD

Summary:

Develop and administer a comprehensive inspection plan to verify compliance with the company safety program and Occupational Safety & Health Administration (OSHA) regulations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Obtain and maintain necessary certifications regarding OSHA safety regulations and requirements.
- Evaluate, update, and revise the current Safety Policy and program to ensure compliance with OSHA regulations and to ensure applicability to current operating procedures.
- Monitor changes to OSHA regulations and other regulatory safety standards. Revise company Safety Policy and program to update compliance requirements as needed.
- Develop, update, revise, and administer the Building Security and Physical Access Control Policy and protocols.
- Assist the Compliance Administrator with the development and administration of protocols and policies related to the EPA's emergency planning requirements.
- Administer the Safety Orientation Program for new employees.
- Conduct and document daily on-site safety inspections for field personnel, facilities, and production and distribution stations.
- Conduct confined space air quality assessments when required.
- Develop and conduct regularly scheduled safety education and training events.
- Conduct accident investigations and injury assessments and file reports.
- Monitor and communicate safety alerts and notices.
- Conduct inventory assessments of safety equipment and supplies. Issue PPE and replace expired and damaged equipment and supplies as needed.
- Prepare reports and correspondence as required by the position.
- Schedule and oversee annual safety inspections & work with various inspectors and contractors to ensure safety compliance.
- Work closely with managers and supervisors of various departments.
- Perform other tasks as designated by supervisory personnel.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); four (4) years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple written procedures and instruction manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

Other Knowledge, Skills, & Abilities:

None required for this position. Additional safety training may be required.

Certificates and Licenses:

Valid State of Texas Driver's License.

Specialized Training:

Appropriate training in handling and disposal of hazardous materials. OSHA 10 and/or 30 preferred.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock and vibration. The employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee will be required to frequently walk, stand, sit and stoop, kneel, crouch, crawl, and enter confined spaces. The employee may occasionally be required to climb or balance and use senses to detect or locate potential hazards and odors. The employee may regularly be required to lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.