

**POSITION:**

Director of Safety and Quality Control

**ROLE SUMMARY:**

The Director of Safety and Quality Control will be accountable for creating a safe, accident-free, healthy work environment and will facilitate and support the companies project quality control program.

Reports: Directly to the Vice President of Corporate Development

Positions Managed: Project Safety Managers, Consultants and staff workign on quality contoal / assurance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**General Responsibilities Safety:**

- o Maintain company's current Environmental, Health and Safety policies and implement new risk control measures as needed
- o Act as safety advisor to Project Managers and Superintendents on each project and provide technical support for all EHS requirements
- o Direct jobsite EHS activities as required by our Company, OSHA and Industry standards
- o Identify, control, and eliminate hazardous site conditions that may lead to worker injury or property damage
- o Oversee and/or perform regular project walk thrus and provide Observations and corrective action reporting thru company's online project management application
- o Ensure subcontractor EHS policies, JSA's and pre-installation safety requirements are met for trades prior to their on-site activity
- o Ensure that federal, state and local safety laws, regulations, codes and rules are observed, and that OSHA recordkeeping and reporting requirements are met
- o Understand Philadelphia L&I requirements as relates to projects within the city limits
- o Supervise site safety signage
- o Organize and administer a company-wide safety program for all field personnel and project management staff
- o Coordinate and/or conduct company-wide training to keep employees current.
- o Represent our EHS policies at owner, community, and industry meetings
- o Interact with OSHA and understand their standards and how to respond to inspections
- o Assist with preconstruction, job logistic and project planning
- o Provide monthly reporting to company Management Team
- o Maintain EHS certifications to ensure current knowledge on Industry trends
- o Act as point of contact for addressing employee concerns regarding health and safety policy
- o Develop training materials that reduce employees' exposure to hazardous materials and situations
- o Provide expertise and training to management on issues related to safety
- o Manage and Support all COVID requirements on site and in the office
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- o Maintain membership in the Mid-Atlantic Construction Safety Council, and participate in their monthly meetings

- o Interact with Clemens' Insurance company, broker risk control and claims staff
- o Interact with Philadelphia GBCA as a local resource
- o Conduct incident investigation and interact with medical staff, case managers, claims adjustors and close out claims (Know how to do this to our company's advantage)
- o Know where to get help when needed (OSHA office, Safegard Group, Captive Resources, safety peers in the local area, etc.)

#### **Warehouse / MW Div:**

- o Audit and keep warehouse and Milwork employees and building safe
- o Work with Warehouse Manager (Ruben M) on ordering, logging and tracking equipment
- o Utilize Toolwatch for tracking safety equipment

#### **Accounting:**

- o Assist with any onsite accident/incident reporting after Superintendent calls it in
- o Complete reporting by using company forms and Procore. Report to VP Corp Dev and Controller
- o Follow up on GL or Workers Comp Claims – Doctors, etc. Relay to VP Corp and Controller
- o Maintain Annual OSHA 300 logs
- o Understand our captive insurance program, track and use all Risk Management allocated credits
- o Utilize Pulpstream to track Risk Management credits and submit for reimbursement
- o Attend all captive risk control workshops / webinars

#### **Carpentry/CD:**

- o Train C3 core manpower and keep them up-to-date on required OSHA 10, 30 etc.
- o Hold Toolbox Talks weekly for onsite activities
- o Walk jobs in with Michael M and Brian L
- o Hold JSA for High Hazard work specific to Carpentry
- o Perform weekly audit that is specific to Carpentry
- o Inform Carpentry Manager of Incidents/Accidents that pertain to Carpentry employees

#### **General Responsibilities Quality Control:**

- o Oversees Quality assurance and quality control for multiple projects simultaneously.
- o Enforces compliance with approved material submittals
- o Schedules preparatory/pre-task planning QC meetings prior to all work
- o Meets with the site Superintendent and subcontractors to ensure that the material on site has been approved prior to installation
- o Supervises/ensures onsite staff inspections are regular and complete. Inspects work on site regularly to ensure that the work is being performed correctly and that the quality meets the standards of the contract
- o Able to effectively communicate deficiencies to subcontractors and site staff without creating an adversarial environment
- o Meets regularly with the Superintendent and the Project Manager/Engineer to review inspections, issues and corrective actions
- o Aides in creation of commissioning matrix and tracks/witnesses performance in a timely manner
- o Ability to create and lead Owner training process, when required
- o Interacts with the client's Quality Assurance counterpart
- o Maintaining a "best practices" QA manual and other supporting documents.
- o Promoting quality assurance awareness and training.

- o Inspects work in accordance with Contract Documents
- o Spearheading the trade contractor initiative and taking ownership of their individual quality processes.
- o Researches product data, manufacturer installation instructions to ensure a quality installation
- o Assisting with continual training/education for the quality program.
- o Preparing highly-detailed quality benchmarking assessment reports, executive dashboards, and key findings and recommendations.
- o Collaborating with internal risk management and claims department on claims involving construction defects.
- o Making recommendations to management for changes in protocol, procedures, or policies based on review of loss trends and field practices.
- o Compiling and publishing manuals, training materials, inspection checklists, and other documents.

**Qualifications:**

- o Degree in Occupational Safety and Health, engineering or similar preferred
- o At least five (5) years building construction safety experience preferred
- o Minimum of OSHA 500, First Aid/CPR/BBP and AED training
- o Demonstrated knowledge of EHS principles and practices
- o Leadership, interpersonal and both written and verbal communication skills
- o Minimum of word, excel and computer use skills
- o Ability to meet physical demands of site visits

Develops and produces pre-construction plans including, but not limited to, Quality Control Plans and Accident Prevention Plans, as well as all other pre-construction plans