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Safety Manager Responsibilities

Hurt & Proffitt Inc. Safety Manager has the following responsibilities:

1. Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.
2. Make regular lab, office and job site visits, and safety inspections to determine if safe work practices are being observed; ensure that unsafe conditions do not exist.
3. Actively participate and follow the safety and health programs.
4. Plan, coordinate, perform, or delegate all safety training and testing given to supervisors and employees. Review results to be sure they are satisfactory. Maintain appropriate records of training and testing.
5. Review safety relate disciplinary actions with the employees.
6. Review safety inspection reports and unsafe conditions reported by supervisors, employees, or others. Make or obtain corrections as required to maintain a safe workplace and ensure compliance.
7. Conduct regular safety meetings with employees to promote safety awareness and compliance with the Safety and Health Policies.
8. Ensure safety awareness among workers through regular meetings.
9. Ensure compliance with safe work practices and Hurt & Proffitt, Inc.'s safety policies. Take appropriate disciplinary action to ensure compliance. This includes safe working procedures in the soils lab, drill rig operations, survey projects, materials testing projects, environmental projects, pipe inspection projects, engineering inspection projects, and office operations.
10. Investigate accidents and assist with completion of accident report forms when required.
11. Review reports of first aid incidents and reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.
12. Ensure that specific programs (i.e., hazard communication, protection from bloodborne pathogens, hearing conservation, etc.) are implemented and complied with consistently.
13. Maintain the safety training database.