



**Position Title:** Safety and Quality Professional

**Company:** Northeast Ohio Natural Gas

**Location:** Lancaster, OH

**Department:** Engineering

**Posting Date:** 6/30/2022

**Apply by:** 7/8/2022

**JOB DESCRIPTION:**

The primary function is to lead continuous improvement of our safety and quality in all departments across our organization. It is extremely important this position always leads by example and promotes the highest level of compliance.

Responsible for developing and assisting with safety onboarding for all new employees, facilitating & maintaining compliance & education, mentoring workers on job-sites, conduct documented field observations, overseeing supplies of safety gear & monitoring for proper use. Provides effective feedback and ideas.

Take the lead on any injury and involve themselves in recovery efforts. Ensure coordination of approved clinic usage and maintain clinic relations. Accompany employees to any medical evaluations and follow-up on return to work activities. This position will coordinate with Operations to ensure documented investigations are completed with development of corrective action necessary to prevent recurrence.

Create & distribute pertinent weekly safety topics or alerts for all departments and assist in facilitating those meetings in order to improve our culture. Coordinate, schedule and carry-out documented monthly/annual safety meetings.

**FOCUS:** Safety & Quality Compliance

**RESPONSIBILITIES:**

- Identify, tracks and reports key performance indicators for safety and quality
- Work with Managers to ensure safety & quality compliance
- Annually review procedures for updates and develop future procedural needs
- Identify, develop and provide required training related to safety and quality
- Act as primary point of contact for emergent issues
- Identify changes in safety & quality standards and ensure conformity to current requirements
- Establish standardized safety policies and processes that meet requirements

- Provide evaluation, recommendation & procurement of safety materials and tools
- Educate employees on safety standards and expectations
- Investigate accidents and develop corrective action to prevent recurrence
- Provide recommendations for improving safety in the workplace
- Actively participate in the practice of safety meetings, presenting initiatives and engaging concerns
- Monitor continuous improvements after implementation to prevent reoccurrence of identified target issue
- Subject Matter Expert for development and enhancements to Safety Management Systems
- Remain available & responsive during off hours
- Travel between various reporting locations & stay overnight as required to accomplish work

## **QUALIFICATIONS**

- Reputation of being a safe worker that doesn't take short-cuts [provide references]
- A history of low accident rates [provide references or proof]
- Available for frequent travel to various NEO locations [overnight stays]
- 5 years' experience in safety [or comparable in construction]
- Demonstrates leadership ability (team building, coaching, mentoring, change management)
- Passion for safety, quality and performance improvement; shows moral courage, openness and honesty in all dealings, resilient and welcomes change
- Positive attitude with the ability to establish and maintain positive relationships
- Experience in the natural gas industry
- Accomplished a safety certification: CUSP, CSP, ASP, etc.
- Doesn't possess a safety cop mentality
- Computer literate: word, excel, ppt, etc.

The applicant must have experience with computer applications, possess a valid motor vehicle operator license, and be bondable with no record of felony convictions.

### **Application Process:**

Internal candidates should complete the internal posting form and send the form to Annmarie Vincent, Human Resource Manager by the posting expiration date. Please include a resume if applicable.