



Major Drilling America, Inc.

U.S. Safety Manager

Department: Safety

FLSA Status: Exempt

Work Schedule: Monday through Friday

Core Operating Hours (8:00 to 5:00)

On call 24/7

Job Status: Full Time

Reports To: Shared Services Manager

Amount of Travel Required: 25-30%

Positions Supervised: Safety Team

POSITION SUMMARY

Plan, implement, and coordinate local, regional, and corporate wide safety programs to prevent or correct unsafe behaviors and working conditions.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Maintain and apply knowledge of current HSEC policies, legislation, and regulations.
- Assist and direct incident investigations throughout the operations to determine causes, develop corrective actions, and implement solutions.
- Report or review findings from incident investigations, facilities inspections, or environmental testing.
- Review and revise as needed, safety programs to determine they are effectively reducing risk and addressing hazards.
- Assist with the development and revision of environmental, safety, and health standards.
- Travel to company locations to conduct coaching for safety or environmental personnel in incident investigation, safety systems, environmental programs, and conduct audits of safety and environmental performance.
- Oversee, set priorities, and manage performance for the USA safety team.
- Assist with compilation, analysis, and interpretation of statistical data related to incidents and accidents.
- Inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure compliance.
- Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment.
- Interview employers and employees to obtain information about work environments and workplace incidents.
- Review plans and specifications for modification of machinery or equipment to determine whether all safety requirements have been met.
- Compile, analyze, and interpret statistical data related to occupational illnesses and accidents.
- Recommend process or equipment that will reduce employees' exposure to chemical, physical, and biological

work hazards.

- Provide technical advice and guidance to management on how to handle health-related problems and make needed changes.
- Confer with medical professionals to assess health risks and to develop ways to manage health issues and concerns.
- Maintain liaisons with outside organizations such as fire departments, mutual aid societies, and rescue teams so emergency responses can be facilitated.
- Evaluate adequacy of actions taken to correct health inspection violations.
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Autonomy - Ability to work independently with minimal supervision.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Conflict Resolution - Ability to find solutions and deal with difficult situations.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Communication, Oral - Ability to communicate effectively with others.
- Communication, Written - Ability to communicate in writing clearly, detailed and concisely.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Project Management - Ability to organize and direct a project to completion.
- Team Builder - Ability to develop, manage and promote a team environment.
- Decision Making - Ability to make critical decisions while following company procedures.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.

SKILLS & ABILITIES

Education: Bachelor's Degree (four year college or technical school)

Experience: 5 plus years of experience in Safety Management and Mining Preferred

Computer Skills: Proficient in Microsoft Suite (Word, Excel, PowerPoint, etc.), digital safety systems database (Intelix, ISNetworld)

Certifications & Licenses: OSHA, MSHA, First Aid/CPR, Current Valid Driver's License. Certified Safety Professional (CSP) preferred. Other Certifications as needed

PHYSICAL DEMANDS

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Activity is not applicable to this position.

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

| | |
|----------------------|---|
| Stand | F |
| Walk | F |
| Sit | O |
| Manually Manipulate | F |
| Reach Outward | O |
| Reach Above Shoulder | O |
| Climb | O |
| Crawl | O |
| Squat or Kneel | O |
| Bend | O |
| Grasp | F |
| Speak | F |

Lift/Carry

| | |
|----------------|---|
| 10 lbs or less | F |
| 11-20 lbs | F |
| 21-50 lbs | O |
| 51-100 lbs | O |
| Over 100 lbs | N |

Push/Pull

| | |
|----------------|---|
| 12 lbs or less | F |
| 13-25 lbs | O |
| 26-40 lbs | O |
| 41-100 lbs | N |

Other Physical Requirements

- Vision (Near, Distance, Peripheral, Depth)
- Sense of Sound - Ability to hear Truck/Warning Alarms
- Ability to wear Personal Protective Equipment (PPE) - Hard Hat, Steel-Toe Boots, Safety Glasses, etc.

WORK ENVIRONMENT

Normal work environment will be based in the office with frequent travel to job sites in a range of climates. Office environment is climate controlled. Must be able to work in a variety of weather conditions including cold, heat, snow, rain, or sunshine. Must be comfortable living and working in remote mine environments with close quarters and limited communication. Field sites will bring exposure to extreme heat, cold, rain, or sun.

| | | | |
|---------------------|-------|-------|-------|
| Prepared by: | _____ | Date: | _____ |
| Approval Signature: | _____ | Date: | _____ |
| Employee: | _____ | Date: | _____ |

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.