

Job Description Request/Change

Date Completed: 12/21/2007	Job Title: Manager – Safety Manager	Salary Grade / FLSA:
Last Revised: 7/27/2010		Job Code: 1408
Reports to: Director of Health & Safety		Contact: Steve Heckle steve.heckle@lkqcorp.com Date: 07/29/2010

Job Summary: The Safety Manager reports directly to the Director of Health & Safety and is responsible for assisting in the development, implement, and management of safety programs as well as work closely with Facility General Managers in addressing any safety concerns or needs.

Essential Job Duties:

1. Conducts on site evaluations are various locations to perform safety & compliance evaluations and develop appropriate recommendations to address any noted deficiencies.
2. Ability to review and analyze loss data in an effort to identify accident trends.
3. Work closely with locations that are experiencing higher than average employee and fleet losses.
4. Identifies and assists in the implementation regulatory codes and requirements set by local, state, federal and corporate policy.
5. Reviews and monitors chemical product usage, storage, transportation to assure MSDS are current.
6. Assists in the development and/or enhancement of new and existing HSE policies and procedures.
7. Evaluates facilities to ensure compliance with appropriate safety/environmental standards.
8. Develops and presents health & safety training programs.
9. Conducts and reviews investigations of accidents.

Basic Qualifications (Minimum Required Experience, Education, Knowledge/Skills/Abilities, Essential Physical Demands):

- Bachelors’ degree may substitute for three years of technical experience
- Ability to analyze and solve problems
- Proficient with word-processing and spreadsheet applications, such as MS Office Excel and Word
- Knowledge, experience and understanding of environmental health and safety codes and regulations, including OSHA & EPA
- Ability to train in all areas of safety and health
- Effective verbal/written communication and interpersonal skills
- Ability to lift up to 50lbs. occasionally
- Ability to work efficiently and demonstrate effective organizational skills
- Ability to work in an office or industrial environment, may be exposed to loud noise, dust, debris, etc.
- Must be able to wear appropriate personal protective equipment
- Willingness to travel 50% of the time and work extended flexible hours.

Preferred Qualifications:

- Bachelor Degree in Occupational, Environmental, Safety and Health;
- Previous Regional Management focusing on health and safety issues in multiple locations in the salvage, manufacturing or warehouse environments
- ASP or CSP Professional Designation

Decision Making Examples:

- Determines whether or not company is in compliance with federal, state, and local environmental safety and health issues
- Ability to provide both short and long term recommendations that will remedy any safety or compliance deficiencies.
- Determining the appropriate personal protective equipment for our specific operations (*i.e.* respirators, fall protection, safety glasses);

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Supervisor	Date
2 nd Level Management	Date
Compensation Department:	Date

** Note: This job description is not valid until grade and job code are assigned by HR/Compensation.*