

LOGIX Job Description	
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Position Title:	Safety and Compliance Officer
Reports To:	HR and Safety Manager
FLSA Status:	Exempt
Last Revised/Approved:	1/8/2025

POSITION SUMMARY

The Safety and Compliance Officer reports to the HR and Safety Manager and is responsible for establishing and maintaining a culture of safety across all company operations. This position leads workplace safety initiatives, conducts comprehensive jobsite inspections, ensures regulatory compliance with OSHA and DOT requirements, and implements safety programs throughout the organization. The Safety and Compliance Officer manages driver qualification files, coordinates safety training, investigates incidents, and maintains all safety-related documentation and recordkeeping. This role serves as the primary champion of the company's safety culture through training, inspections, and the implementation of safety programs. The ideal candidate will prioritize safety across all operations while maintaining efficiency and reliability in support of company operations.

ESSENTIAL RESPONSIBILITIES

Workplace Safety and Jobsite Inspections

- Create and maintain comprehensive safety standards and policies across all operations
- Conduct regular safety inspections of jobsites, work locations, and company facilities
- Inspection and documentation of safety equipment, PPE, ladders, scaffolding, and other safety-critical items
- Identify and document safety hazards, non-compliance issues, and areas for improvement
- Prepare detailed job-site inspection reports and recommend corrective actions
- Follow up on corrective actions to ensure timely completion and effectiveness

- Work collaboratively with production-level staff to identify and mitigate risk while maximizing safety and efficiency on job sites
- Develop and implement company-wide safety programs and initiatives
- Support and promote the company safety culture through engagement, communication, and leading by example
- Conduct safety training sessions for employees on various topics, including fall protection, electrical safety, confined spaces, lockout/tagout, and hazard communication
- Lead new hire safety orientation and onboarding processes
- Facilitate safety meetings and contribute to safety planning at all organizational levels
- Maintain and regularly update the Employee Safety and Health Handbook
- Track, investigate, and document workplace injuries, illnesses, and near-miss incidents
- Lead OSHA compliance efforts and maintain all required recordkeeping (OSHA 300 logs, etc.)
- Conduct ergonomic assessments and make recommendations to reduce workplace injuries
- Facilitate the selection, procurement, and distribution of required safety equipment and PPE
- Develop content for and regularly update company safety boards and communications
- Coordinate with external safety resources, training providers, and third-party auditors as needed
- Manage all safety-related reporting requirements and maintain compliance documentation
- Exhibit exceptional communication skills with employees, management, customers, and external stakeholders

DOT and Regulatory Compliance

- Maintain compliance with federal, state, and local transportation regulations
- Maintain DOT compliance program, including driver qualification files
- Process commercial driver's license (CDL) verification and medical certification if needed
- Stay current on regulations and industry standards
- Coordinate drug and alcohol testing programs in accordance with DOT requirements
- Maintain proper vehicle registration, licensing, and insurance documentation
- Track and report vehicle incidents and accidents to regulatory agencies as required

- Work with the HR and Safety Manager on compliance matters
- Update required transportation notices and postings
- Maintain DOT recordkeeping requirements
- Ensure timely filing of all required compliance reports and certifications

Fleet Safety Management

- Implement and maintain comprehensive fleet safety programs under the direction of the HR and Safety Manager
- Conduct driver safety training, including defensive driving, vehicle-specific training, and specialized equipment operation
- Monitor driver performance through telematics, incident reports, and safety metrics
- Investigate vehicle accidents and incidents thoroughly, prepare detailed reports, and recommend corrective actions
- Follow up to ensure corrective actions are implemented as planned and evaluate effectiveness
- Analyze safety data and identify trends to reduce incidents and improve fleet safety outcomes
- Coordinate driver coaching and counseling programs to address safety concerns
- Track and maintain driver safety records, performance evaluations, and training certifications
- Develop and support safety incentive programs to promote safe driving behaviors
- Coordinate with insurance providers for driver training resources and safety audits
- Maintain and enforce fleet safety policies and emergency response procedures
- Conduct regular vehicle safety inspections and document results in compliance with DOT standards
- Develop safety content for the fleet safety board and communications
- Track the completeness of driver safety training across the organization
- Ensure all safety equipment in vehicles is properly maintained and functional

Vehicle and Equipment Coordination

- Coordinate preventive maintenance programs to ensure vehicle safety and compliance
- Schedule and track vehicle and equipment maintenance, inspections, and repairs related to safety compliance
- Maintain relationships with repair facilities and service providers to ensure safety standards are met

- Ensure all vehicles meet safety and operational standards before being placed into service
- Maintain detailed maintenance records related to safety equipment and compliance
- Conduct vehicle and equipment inspections to ensure compliance with company, DOT, and OSHA standards
- Coordinate with fleet operations on vehicle assignments to ensure proper licensure and qualifications
- Support the HR and Safety Manager with fleet-related compliance and safety documentation
- Assist with vehicle inventory records as needed to support safety and compliance tracking
- Monitor vehicle telematics systems for safety-related alerts and driver behavior

The Safety and Compliance Officer will collaborate closely with the HR and Safety Manager, operations managers, and production teams, and may be assigned additional responsibilities or tasks as needed.

GENERAL EXPECTATIONS

- Recognize and perform the physical requirements of the work
- Ability to conduct comprehensive jobsite safety inspections and facility walkthroughs, which may require walking, standing, climbing, and navigating various work sites, including construction and industrial environments
- Ability to lift up to 50 pounds when handling safety equipment or materials
- Excellent organizational and time management skills with strong attention to detail
- Strong attention to detail and accuracy in documentation and recordkeeping
- Exceptional communication skills, both written and verbal, with the ability to effectively communicate safety expectations at all levels
- Ability to handle confidential information with discretion
- Proactive problem-solving abilities with a focus on hazard prevention
- Strong interpersonal skills and ability to build relationships and influence safety culture at all levels
- Ability to deliver effective training and communicate complex safety requirements to diverse audiences
- Strong analytical skills to evaluate safety data, identify trends, and recommend improvements

- Ability to manage multiple priorities in a fast-paced environment while maintaining compliance standards
 - Proficiency in safety management systems, compliance tracking software, and telematics platforms
 - Ability to work independently and make sound safety decisions with minimal supervision
 - Comfortable working in various environments, including offices, jobsites, construction sites, and outdoor locations in all weather conditions
 - Adhering to the Employee Handbook and the Employee Safety and Health Handbook requirements
 - Promoting Logix in a positive manner within the community
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WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Safety and Compliance Officer will work in a combination of office, warehouse, jobsite, construction, and field environments, including vehicle maintenance facilities and various outdoor locations, in all weather conditions. This position requires regular travel to multiple job sites and locations for safety inspections and training. May require occasional evening or weekend work to address urgent safety issues, conduct inspections, or respond to incidents.

QUALIFICATIONS NEEDED FOR THE POSITION

- Associate or Bachelor's degree in Occupational Health and Safety, Safety Management, Environmental Health and Safety, Industrial Hygiene, or related field, or equivalent work experience
- 2+ years of experience in workplace safety, occupational safety, and compliance management
- 2+ years of experience with DOT compliance and fleet safety programs
- Strong knowledge of OSHA regulations, DOT requirements, and applicable transportation and workplace safety laws
- Proven experience conducting safety inspections, jobsite audits, and incident investigations

- Experience developing and implementing safety programs and conducting safety training for diverse audiences
- Experience with fleet management systems, telematics platforms, and GPS tracking for safety monitoring
- Understanding of vehicle safety requirements and maintenance best practices as they relate to compliance
- Strong accident investigation and incident reporting skills
- Demonstrated ability to identify hazards and recommend effective corrective actions
- Experience with OSHA recordkeeping and regulatory reporting requirements
- Valid Driver's License required
- **OSHA 10 or OSHA 30 certification required**
- First Aid/CPR certification is a plus
- Able to meet the Clean Driving Requirements of the company insurance policy
- Fluent and professional communication skills in person, email, and phone
- Proficient in computers and applications, including Google Suite and Monday.com
- Multitasking between multiple jobs and operations daily
- Capable of making sound safety decisions with minimal supervision
- Managing emergencies with calm leadership and clear communication
- Strong technical knowledge of workplace safety standards, DOT regulations, and transportation safety systems
- Conflict resolution and management skills to address safety concerns effectively
- Strong organizational and problem-solving abilities focused on safety improvement
- Comfortable working in construction, industrial, or other potentially hazardous environments