

Michael L. Flanagan
National Resource Solutions Inc.
317-738-0232
flanagan@nationalresourcesolutions.com
www.nationalresourcesolutionsinc.com

Title: Area Safety Manager

Location: Marquette MI (Upper Peninsula)

Position Summary: To provide leadership, direction and coordination in the planning, implementation and improvement of safety, training, loss control, emergency response, workers' compensation, and security across all departments at Company's Michigan Operations (CMO). This position will also be influential in developing, improving, and maintaining a strong safety culture in all roles at CMO.

Duties and Responsibilities:

- Lead and promote company's health and safety policies and procedures.
- Develop and lead efforts to create and sustain a continuous improvement culture regarding safety within all employees at CMO.
- Oversee the development of annual safety and training plans for the departments.
- Completes or assists with incident investigations and tracks injury rates and trends.
- Follow up on safety investigations by reviewing formal reports from supervisory and management personnel and assisting in the corrective action process when necessary.
- Audits work practices and equipment to ensure that safety-related policies and procedures are being followed by employees and enforced by management.
- Ensures a proactive approach to accident prevention by training and advising management on all safety issues.
- Communicates safety-related issues through safety bulletins, memos, and meetings
- Manage the training department in a way that supports the site's requirements
- Provide leadership to drive compliance with all existing governmental safety requirements and develop strategies to comply with new regulations.

- Interacts with others in ways that enhance understanding and respect, perceiving the needs of others, developing effective relationships and dealing effectively with conflict that may arise.
- Direct, coordinate and motivate department personnel to meet established plans, budgets, and targets of performance for the Safety Department.
- Lead the development of all employees in the Safety Department, including members of the bargaining unit that report directly or indirectly to the Safety Department.
- Direct the administration of corporate, property and departmental policies, procedures and systems, and ensure compliance to the collective bargaining agreement.
- Adapt appropriately to change
- Complete normal tasks without prompting. Takes initiative to “do more than normally required.”

Education and experience required:

- Bachelor’s degree in safety, engineering, management, or other closely related field. An advanced degree is preferred.
- 8-10 years management experience in a mining or mineral processing training department or the equivalent is desired; advanced training in safety and loss control systems preferred.
- Experience in a union organized environment important.
- Demonstrate advanced problem solving, conflict resolution and interpersonal communication skills with a wide range of internal and external stakeholders
- Demonstrate a high-level of social and emotional intelligence
- Be a self-starter and have the ability to work independently or in teams
- Demonstrates a clear understanding of policies and procedures of operation; complies with and applies policies and procedures appropriately.
- Keeps current with and effectively applies new work methods, skills and technologies to complete work.
- Proficient in Microsoft Word, Excel, PowerPoint, Access and Outlook
- Effective communication skills both oral & written with superiors, colleagues, and individuals inside and outside of the company.
- Sound knowledge of safety and environmental regulations
- Demonstrated commitment to high professional ethical standards and a diverse workplace.
- Demonstrates appropriate leadership styles in varying circumstances.

- Delivers results with integrity.
- Takes appropriate risks, provides candid observations, and influences others.
- Works well with other departments to resolve conflicts and improve communication.

Essential Core Business Skills Required:

- **Job Knowledge-** Demonstrates a clear understanding of policies and procedures of operation; complies with and applies policies and procedures appropriately. Keeps current with and effectively applies new work methods, skills and technologies to complete work. Assesses situation accurately and determines appropriate action.
- **Business Acumen-** Makes decisions with a clear understanding of how these decisions affect efficiency, effectiveness and ultimately financial results or how they are tied to the organization's goals and objectives.
- **Continuous Improvement Skill Set-** Focuses on processes contributing to positive outcomes. Looks for ways to streamline work processes, reduce rework, eliminates redundancies. Motivates others to translate ideas into actions. Champions incremental improvements in work processes and results.

Working with People

- **Integrity-** Is known for honesty with team and management. Follows through answering questions and requests. Does not dodge or ignore issues. Acts on outstanding and poor performance. Does not "walk by" uncomfortable situations.
- **Trust, Respect, and Open Communications-** Treats fellow employees and subordinates with respect; willing to actively listen to others. Follows through on your promises, or explains when cannot do so. Does not ignore problems, is clear in expectations. Seeks honest input subordinates, allows decision making authority whenever possible, and explains to others the basis for decisions affecting them.
- **Recognize and Reward Achievement-** Publicly recognizes the effort put forth by team members during regular crew/department meetings. Provides training and developmental assignments for team. Completes Balanced Scorecards reviews in a timely and meaningful manner. Submits promotion materials as appropriate for direct reports. Recognizes extra effort put forth by individuals both informally and by letters to employee(s).
- **Teamwork-** Ensures Leader Standard work practices in work area are well understood and direct reports work together to carry the specific tasks out. Participates on BI teams as a leader or team member.

Demonstrates cooperation with all departments during planning sessions and provides resources to other areas when needed.

Making a Difference

- **Bias for Action-** Values action over theory. Demonstrates desire to move beyond ideas. Self-generated action.
- **Group and Individual Accountability-** Acts as role model. Consistently lives by company values. Does not play favorites. Is candid and willing to make unpopular decisions. Clearly defines what expectations are, measures individual work performance against those expectations and gives balanced, consistent feedback.
- **Customer Focus-** Commits team to meeting the expectations of internal and external customers. Seeks customers' needs. Acts with customer in mind. Receives firsthand stakeholder information and assesses it to measure stakeholder satisfaction. Builds and maintains effective relationships with stakeholders and gains their trust and respect
- **Creating Economic Value-** Marshalls resources efficiently and effectively in pursuit of functional or operational goals. Utilizes and promotes current business improvement processes and procedures to improve current operating methods and techniques identifying and eliminating waste.
- **Environmental Stewardship-** Ensures all site and local environmental related policies, procedures and laws are followed and updated. Gives feedback on policies and procedures based on job knowledge and experience.
- **Safe Production-** Learns, understands and trains others in safety policies, procedures and tools. Shows commitment to personal safety plan. Never violates a company policy or guideline regarding safety. If appropriate to job, expects and inspects for utilization of tools such as Take 5, Workplace Design and Interactions.; plans emphasize execution to accomplish continual improvement to Zero; and holds crew and peers accountable for same.
- **Thinks and Acts strategically-** Takes time to step back and look at big picture before taking action. Develops 1-year plans to produce results. Able to simplify issues and implement a plan to address.
- **Change and Adaptability-** Strives for continuous improvements in processes. Constantly challenges current thinking regarding people and processes and recommends changes to improve. Treats change as an opportunity for learning and growth.