

DENNIS GROUP

Career Pathway Safety Management



Your Journey Starts Here

Below are general guidelines on skills that are expected for our Safety Managers at Dennis Group. The skills outlined cover Safety I, Safety II, Safety III, Team Lead, and Safety Director.

If you wish to keep working within your discipline but prefer to assume a leadership position, after successfully performing the roles and responsibilities of a Safety Manager III, a Safety Manager that showcases exceptional leadership skills and has the desire to fill a more managerial role, could be promoted to a Team Lead.

Team leads are responsible for making sure our less experienced and tenured talent is welcomed, trained, and deployed on a range of projects. They are also responsible for working with team members to set professional goals and conduct performance evaluations. Team lead is an excellent role in which to hone leadership skills while continuing to serve our clients in a technical capacity.

Safety Competencies

| Project Start-Up Phase | Safety I | Safety II | Safety III | Team Lead | Safety Director |
|--|----------|-----------|------------|-----------|-----------------|
| Possess Competent Knowledge of Federal, State and Local Safety Laws to Ensure the Organization Complies with All Current Safety Regulations | ● | ● | ● | ● | ● |
| Obtain and Review Contractor Safety Plans, Training Documentation and SDS | ● | ● | ● | ● | ● |
| Prepare and Post Safety Awareness and Regulatory Notifications, Signage, and Posters | ● | ● | ● | ● | ● |
| Coordinate Safety Supplies and Material Orders with Members of The DG Project Team | ● | ● | ● | ● | ● |
| Assist in Developing, Implementing and Coordinating Health and Safety Training and Activities. | | ● | ● | ● | ● |
| Incorporate Past Lessons Learned | | ● | ● | ● | ● |
| Work With Project Team, Client Safety Leadership and Sr Safety Managers to Establish Job Site Safety Procedures and Policies During Initial Project Mobilization | | | ● | ● | ● |
| Assist in Developing and Implementing Health and Safety Program | | | ● | ● | ● |
| Attend and Prepare Safety Actions for Pre-Construction Conferences, Pre-Work Meetings, and Periodic In-Progress Project Meetings | | | ● | ● | ● |

| | | | | | |
|--|--|--|---|---|---|
| Review Safety Programs with Client Representatives and Governmental Agencies | | | ● | ● | ● |
| Attend Project Kick-Off Meeting and Ensure Risk and Compliance Management Process is Communicated | | | ● | ● | ● |
| Possess Expert Level Knowledge of Federal, State and Local Safety Laws to Ensure the Organization Complies with All Current Safety Regulations | | | | ● | ● |
| Forecast Project Team Staffing Requirement and Coverage | | | | ● | ● |
| Review Subcontractor Safety Pre-Qualification Submittals | | | | ● | ● |

| Construction Phase | Safety I | Safety II | Safety III | Team Lead | Safety Director |
|--|----------|-----------|------------|-----------|-----------------|
| Work With Construction Managers and Sr Safety Managers to Establish Job Site Safety Procedures and Policies | ● | ● | ● | ● | ● |
| Attend And Prepare Safety Actions for Pre-Construction Conferences, Pre-Work Meetings Including Inspection Meetings, and Periodic In-Progress Project Meetings | ● | ● | ● | ● | ● |
| Track and File all Returned Contractor Safety Documentation | ● | ● | ● | ● | ● |
| Compile Incident Rate Data on At-risk, Property and Injury Incidents | ● | ● | ● | ● | ● |
| Perform Construction Job Site Safety Inspections, Maintain Files, and Conduct Special Studies and Investigations Related to Safety and Health for The Project | ● | ● | ● | ● | ● |
| Prepare And Deliver Safety Toolbox Talks and Safety Training Topics for Contractors | ● | ● | ● | ● | ● |
| Prepare, Implement and Enforce Job Safety Analysis (JSA) and Safe Work Permits | | ● | ● | ● | ● |
| Conduct Safety Training for all Contractors and Equipment Installers | | ● | ● | ● | ● |
| Track At-risk Audit Findings to Resolution | | ● | ● | ● | ● |

| | | | | | |
|---|--|---|---|---|---|
| Conduct and Issue Internal Jobsite Safety Audits and Observations | | ● | ● | ● | ● |
| Prepare OSHA, Other Government and Client Required Reports | | | ● | ● | ● |
| Review Project Schedules to Identify and Prepare for High-Risk Activities | | | ● | ● | ● |
| Prepare and Issue Contractor Notice of Violations | | | ● | ● | ● |
| Develop Early Interventions Strategies for At-risk Contractors | | | | ● | ● |
| Prepare and Implement Corrective Action Plans and Processes | | | | ● | ● |

| CQV & Start-Up Phase | Safety I | Safety II | Safety III | Team Lead | Safety Director |
|--|----------|-----------|------------|-----------|-----------------|
| Work with Project Team to Establish Construction and Commissioning Zones | | ● | ● | ● | ● |
| Maintain LOTO Log and Systems Maps | | ● | ● | ● | ● |
| Develop Lessons Learned for Project | | ● | ● | ● | ● |
| Work with Engineers and CMs on Commissioning Safety Procedures | | | ● | ● | ● |
| Conduct Start-up and Commissioning LOTO Training with Authorized and Affected Personnel | | | ● | ● | ● |
| Audit LOTO and Associated Permit Compliance | | | ● | ● | ● |
| Conduct Audit of Life Safety, Machine Safety and General Industry Standards of Building and Production Systems | | | | ● | ● |

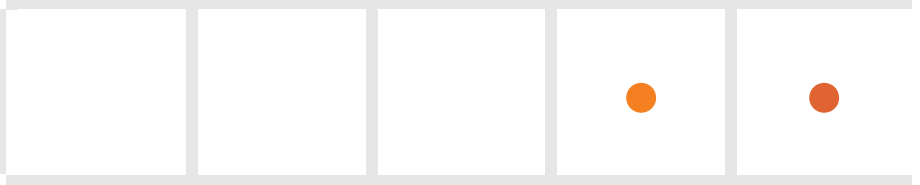
| Software / Computer Skills | Safety I | Safety II | Safety III | Team Lead | Safety Director |
|--|----------|-----------|------------|-----------|-----------------|
| Excel/Word/Outlook, File Management | ● | ● | ● | ● | ● |
| SharePoint | ● | ● | ● | ● | ● |
| Client-Vendor Compliance Management Systems – Basic Knowledge | ● | ● | ● | ● | ● |
| Learning Management Systems – Basic Knowledge | ● | ● | ● | ● | ● |
| Auditing and Compliance Software Systems | ● | ● | ● | ● | ● |
| Microsoft Project – Basic Knowledge | | | ● | ● | ● |
| CAD - 2D Knowledge | | | ● | ● | ● |
| Client Compliance Vendor Management Systems – Enhanced Knowledge | | | ● | ● | ● |
| Learning Management Systems – Administrator Knowledge | | | ● | ● | ● |
| Power BI | | | | ● | ● |

Bluebeam Competence

| | | | | |
|--|--|--|---|---|
| | | | ● | ● |
|--|--|--|---|---|

| Miscellaneous Tasks | Safety I | Safety II | Safety III | Team Lead | Safety Director |
|---|----------|-----------|------------|-----------|-----------------|
| Assist with Development of Department Standards | | ● | ● | ● | ● |
| Provide On Call Site Support as Needed | | ● | ● | ● | ● |
| Prepare Safety Alerts and Best Practices | | ● | ● | ● | ● |
| Assist with Development of Department Standards | | | ● | ● | ● |
| Educate, Provide Training, and Support to All Levels of The Dennis Group Personnel on Risk Management, Accident/Injury Prevention, and Best Practices | | | ● | ● | ● |
| Conduct Onboarding and Training | | | | ● | ● |
| Assist with Staffing / Resource Management | | | | ● | ● |
| Oversee Policy & Procedure Improvements That Senior Management Wish to Implement | | | | ● | ● |
| Perform Employee Evaluations of DG Personnel | | | | ● | ● |

Conduct Candidate Interviews



Safety Manager I

Typical Minimum Experience: 0-3 Years

- Works with a Team Leader group
- Works closely with assigned mentor/team leader and project Construction Manager to learn the roles and responsibilities of project execution at DG
- Gains Knowledge of how Safety is enforced at DG
- Awareness level knowledge base: Understands the need for and general principles of application of the safety and health technical subject matters
- Assist with enforcement of safety procedures
- Gain exposure to full project life cycle
- Limited direct client contact

Safety Manager II

Typical Minimum Experience: 3 - 6 Years

- Works within a Team Leader group
- Capable of executing all tasks necessary to complete safety services from groundbreaking through execution.
- Works autonomously on specific tasks
- Independently accesses and navigates project information and DG standards from the project SharePoint, department pages, online training portals. OSHA/MOL regulations and client prequalification partners
- Possesses good solid technical knowledge as well as solid administrative capabilities
- Routine application of knowledge base: Applies the technical knowledge to routine, well-known situations, with depth in some areas
- Continuous improvement of comprehensive technical skills absent from prior experience

Safety Manager III

Typical Minimum Experience: 6 - 10 Years

- May report to Safety Director, does not work within a team
- Works autonomously on all tasks
- Capable of providing support on large projects with direct communication to the client
- Comprehensive application of knowledge base: Integrates, adapts, and applies the technical knowledge to all relevant areas and situations

Safety Manager: Team Lead

Typical Minimum Experience: 10+ Years

- Reports directly to the Safety Director
- Mentors Safety Managers I, II, and III
- Provides oversight to multiple projects and clients
- Assists with onboarding and training new hires
- Creative mastery: Applies the theoretical concepts and applied knowledge critically and creatively to new situations

Safety Director

Typical Minimum Experience: 15+ Years

- Reports directly to the Director of Construction
- Responsible for project staffing, coordination of all Safety Managers and Safety personnel
- Oversees the day-to-day field resource management activities and maintains overall staffing schedule and plans
- Recruits and interviews Safety department candidates
- Administers onboarding and training for Safety team
- Coordinates with Human Resources in areas of onboarding, training, and recruitment
- Attends business development and project manager meetings, assists in resource planning for future projects
- Responsible for development of department standards and procedures
- Recognized as an expert within, and outside, of the organization
- Demonstrates advanced and integrated understanding of a complex body of OHS knowledge, including an extended understanding of recent developments as a basis for critical thinking