

Sector Safety Manager Job Description

General Description:

Recognize, evaluate and control a variety of hazards for all active duty, reserve and civilian personnel within the Sector AOR, ensuring the protection of the Coast Guard workforce, public health, and property, while incorporating directives and regulations set forth in 29 CFR 1910, 1915, 1960, the Safety and Environmental Health Manual (COMDTINST M5100.47), and other safety and health policies. Responsibilities of this position include the promulgation of sector safety and occupational health directives, prevention and control of mishaps, fire protection, promotion of safety education, site safety analysis, competency with the Incident Command System (ICS), and implementation of a mishap reporting system including incident analysis.

Specific Tasks:

- Establish and manage a sector-wide safety and occupational health program
- Supervise assigned Safety Coordinators, and assist all Safety Coordinators/Assistants in their roles within the Department or Sub-unit organization.
- Provide and track safety and occupational health training, including HAZCOM, Hearing Conservation, Respiratory Protection, HAZWOPER, WMD Awareness, and Confined Space Entry, as well as conduct respirator fit tests.
- Provide, maintain, service, and replace PPE for sector personnel and to Sub-units Safety Coordinators. Ensure proper equipment for the mission and hazards are provided for each member's specific assignments, as well as interoperability of the equipment. Utilize the Safety and Survival Systems Manual, Marine Safety Manual, Aviation Survival Systems Manual and Maritime Law Enforcement Manual.
- Plan, organize and administer a series of comprehensive inspections of outlying Sector sub-units utilizing the Unit Self Assessment Tool (USAT) - ALCOAST 300/04.
- Manage and provide oversight for the Occupational Medical Surveillance and Evaluation Program (OMSEP) within the AOR iaw Chapter 12 of the Medical Manual.
- Provide oversight for mishap investigation boards convened by HQ or the Sector Commander to ascertain casual factors precipitating fatalities, serious injuries or substantial property damage. Reference appropriate standards and sound safety practices (Safe Work Practices) necessary to document final conclusions. Ensure timely submission of mishap reports within the Sector and its sub-units.
- Manage unit confined space entry (CSE) program. Be familiar with hazards, Marine Chemist testing and control options associated with confined space entry. Monitor Marine Chemist qualifications, unit and marine chemist CSE procedures, and how to file a complaint if there is concern about the testing performed by a local chemist.
- Conduct safety inspections and audits of area shipyards and competent persons to ensure OSHA Compliance for Coast Guard Marine Inspectors iaw COMDTNOTE 16000 and applicable confined space entry regulations.
- Recognize, evaluate and control common hazards of sector operations (marine safety, boat and LE operations, including cargo vapors, confined spaces, hydrogen sulfide, welding fumes, asbestos, benzene, heat stress, noise, UV light, etc). Use standard chemical information references to identify and evaluate common hazards associated with: chemical cargoes, non-cargo spaces below decks, shipyards, confined spaces, weather decks, and environmental response sites.

- Develop methods, techniques, and abatements to control or eliminate unsafe acts or conditions that arise from the introduction, construction or modification of sector structures on facilities. Work closely with the Engineering Officer and engineering staff on bases.
- Ensure all operational personnel are familiar with and utilize risk management techniques including Team Coordination Training, Risk Based Decision Making, and operational risk managements tools such as the Green-Amber-Red (GAR) and Severity Probability and Exposure (SPE) models
- Serve as the Permanent Secretary and Primary technical information source for the Sector Safety Committee. Ensure the minutes are submitted to the Sector Commander for review.
- Provide Crew Endurance Management (CEM) support for sub-units while ensuring that annual endurance risk assessments are completed.
- Maintain library of current CG Directives, COMDTINSTs, Pubs, and various technical references.
- Work closely with Flight Safety Officers to ensure aviation safety issues are addressed. Be familiar with aviation safety/training issues specific to Sector personnel such as: required training (e.g. survival training, OPHAZ training, and Physiological training) for personnel regularly assigned to fly aboard CG aircraft, the need to ensure Helo/boat proficiency for boat crews, the CONOP and training requirements/minimums for Vertical Insertion, Vertical Deliver and K-9 Vertical Delivery of Sector (MSST or VBST) personnel, CG passenger transport regulations. Understand the capabilities/limitations of the aviation assts available to the Sector. Be familiar with the Post Mishap plan of supporting air stations so you can direct/coordinate first response and post crash security requirements and train Sector Operators on basic procedures necessary to secure an aviation mishap site.
- Work with housing officers and engineering staffs to abate and minimize health concerns related to housing such as mold, lead, asbestos, and radon.
- Conduct periodic Galley inspections for environmental health issues. Assist MLC compliance teams.
- Develop and maintain the Facility Emergency Action Plan (FEAP)
- Serve as Site Safety Officer for emergency responses within the sector AOR. Serve as Assistant Safety Officer during large scale responses such as Hurricane Katrina.
- Monitor thermal stress; develop plans to address heat and cold stress concerns throughout sector AOR.
- Implement a Traffic Safety program ensuring training in motorcycles, ATVs, emergency vehicle operations (EVOC), and personal use hazard awareness.