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# Example of Safety & Compliance Manager Job Description

Our innovative and growing company is looking to fill the role of safety & compliance manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for safety & compliance manager

* Perform trend analyses on compliance-related activities to include, but not limited to, Compliance Audits, Operator Qualification, Commission Inspections, Alleged Violations
* Participate in industry initiatives established to create or interpret pipeline safety regulations affecting natural gas operations
* Read and monitor Federal Register publication and Office of Pipeline Safety activity to pro-actively determine new or changing regulations that may impact the Company
* Creation of regular health and safety management information packs
* General provision and analysis of management information and production of a regular Health & Safety Dashboard
* Creation and maintenance of documents, systems and process in support of the client’s HSE management system(s)
* Site audits and inspections
* Complete/review H&S risk assessments as required by the business
* Investigate H&S Incidents and ensure the business adheres to H&S policies
* To share knowledge/best practices to develop self and other team members

## Qualifications for safety & compliance manager

* Work with our IS support vendor to ensure the pre-requisite requirements are fulfilled and that the Project can successfully transition to Business As Usual (BAU) support
* Maintain and update the PID as required
* Conduct Post Implementation Review and Project Close-out activities
* Must be organized, able to multi-task, and have a strong attention to detail
* Extensive computer skills related to Excel, Microsoft Office, and TMW
* Experience with owner operators preferred