



AGVIQ LLC  
 Office of Human Resources  
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SITE SAFETY HEALTH OFFICER (SSHO)	
Approved Date: 2024	
Job Code: #####	FLSA : Non Exempt

**JOB SUMMARY**

Under general supervision of a Project Manager and Corporate Health and Safety Manager, responsibilities under this position include enforcement of the approved Accident Prevention Plan (APP) and Site-Specific Health and Safety Plan (SSHP), U.S. Army Corps of Engineers (USACE) EM 385-1-1, and any and all hazards and safety issues integral to the project site. Must be familiar with all applicable federal, state, and local laws and regulations.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES**

Ensures assigned construction operations, remediation operations, and subcontractors’ performance are in compliance with applicable safety regulations, site safety and health specifications within the project design and related tasks, and corporate policies. The SSHO shall plan, conduct, and document all daily Health and Safety meetings.

Implements and enforces safety policies, procedures, hazard identification, administrative and engineering controls, and related work rules as established by AGVIQ. The SSHO shall provide responsible supervision for all aspects of work conducted at the project site. The SSHO must be always at the work site when work is being completed to implement and administer AGVIQ’s safety program, USACE EM385-1-1, and the Government-Accepted APP/SSHP.

Prepares reports and written logs, including a monthly Contractor Safety Self-Evaluation Checklist, monthly Exposure Report, and maintains a safety and health deficiency tracking system. These reports shall be completed within a timely manner. The daily safety inspection logs shall consist of daily safety and health inspections, which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections. Assists Site Superintendents and Project Managers in the safe planning and preparation of construction methods, schedules, manning charts, material, and equipment requirements. Supervises and directs subordinate non-manual personnel as assigned. Coordinates activities in compliance with the site approved APP/SSHP and all approved health and safety policies and procedures with other disciplines or areas, and client representatives as instructed by Project Management or Corporate Safety Manager.

Will supervise the activities of assigned subcontractors to ensure that the approved safety policies and procedures are followed. Vendor supervision will also be involved as designated.

Represents AGVIQ in external contact with partners, agencies and outside counsel as required. Assists and supports AGVIQ leadership in developing current and long-range AGVIQ goals and objectives, and in the achievement of those goals and objectives.

Provides leadership, direction, and guidance to assigned staff. Develops health and safety goals and priorities in conjunction with employees and site leadership personnel. Counsels, trains, and coaches site personnel on proper health and safety procedures. Implements corrective actions and conducts performance evaluations and incidental mishap investigations in accordance to approved policies and procedures.

## **KNOWLEDGE and SKILLS**

- Must be familiar with the most recent requirements of USACE EM-385-1-1 and federal, state, and local rules and regulations
- Must ensure that the requirements of 29 CFR 1926.16 are met for the project
- Must have experience in the areas of hazard identification and safety compliance
- Must produce a copy of their instructor-signed OSHA 30- hour training card (or course completion if within 90 days of having completed the training and card has not yet been issued).
- Must be able to demonstrate 5 years project experience as SSHO as noted below:
  - Five (5) years of continuous construction industry safety experience in supervising/ managing general construction (managing safety programs or processes or conducting hazard analyses and developing controls), OR
  - Five (5) years of continuous general industry safety experience in supervising/ managing general industry (managing safety programs or processes or conducting hazard analyses and developing controls), OR
  - Provide a Third-Party, Nationally Accredited (ANSI or National Commission for Certifying Agencies - NCCA) SOH-related certification, only 4 years of experience is needed.
- Must be able to demonstrate maintained competency through having taken 8 hours of documented formal, on-line, or self-study safety and health related coursework every year. Examples of continuing education activities that meet this requirement are writing an article, teaching a class, reading/writing professional articles, attendance/participation in professional societies/meetings, etc.
- Must be proficient in Microsoft Office (Outlook, Word, Excel, Power Point) and Adobe
- Skill in verbal and written communication
- Skill in organizing work and completing assigned tasks
- Prior experience working on Government (State or Federal) projects is preferred.

## **MINIMUM EDUCATION QUALIFICATION**

- A high school diploma or equivalent.
- 40 hour minimum USACE EM385-1-1 Hazard Awareness Training
- 30 hours OSHA Construction Industry Training
- OSHA HAZWOPER Certification in accordance with 29 CFR 1910.120 is preferred.

## **MINIMUM PHYSICAL REQUIREMENTS**

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 40 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.