



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Workplace Safety Manager

**\*\*Re-Advertise\*\***

**OPEN:** July 9, 2026

**EXEMPT:** Yes

**SALARY:** (11) \$34.94-\$39.35/hr. DOE

**SHIFT:** Day/Flex

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** July 22, 2026

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** General Manager

**SUPERVISOR:** Tribal Administrator

**VACANCIES:** 1

**JOB SUMMARY:** The LIBC Safety Office is responsible for providing oversight of all occupational health and safety protocols to protect LIBC employees and visitors. This includes but is not limited to, investigating on-the-job accidents, coordinating safety planning for LIBC and community events. The Workplace Safety Manager has the primary responsibility for developing and implementing an annual work plan for the Safety Office. The Manager is also required to manage and oversee the department's annual budgets as well as supervise other Safety Office staff. The Safety Manager must ensure there is a 7-day a week response for the Safety Office, for emergencies and community events occurring outside regular LIBC business hours. The manager will work closely with the General Managers Office, Chairman's Office, Lummi Nation Police Department, Planning & Public Works, and Natural Resources Department on community emergency response planning and management. The Workplace Safety Manager will work side by side with the Chief of Police to collaborate during inclement weather conditions and help lead emergency management team meetings and discussions.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. The Safety Office will conduct safety audits, enforce legal regulations, assist personnel to develop safety programs and instruct Directors/Managers/Supervisors on safety procedures.
2. Responsible for promoting workplace safety throughout the entire organization.
3. Investigates accidents and gathers evidence to be used for hearings and/or insurance investigations.
4. Responsible for coordinating emergency shelters during inclement weather, in collaboration with Lummi Chief of Police.
5. Responds to and maintains files for workers' compensation claims. Responsible for filing reports for employee accidents and injuries and working with the supervisor and employee.
6. Must compile data quarterly and present the number of incidents that may have taken place.
7. Oversee issued warnings regarding safety hazards and code violations. Inform management of violations during the safety audit via email, letter, or memorandum.
8. Responsible for teaching their subordinates the latest in safety office management techniques, safety development systems and how to research safety manuals.
9. Responsible for overseeing and setting up meetings for the Lummi Safety Committee.
10. Responsible for coordinating in-house safety training with the LIBC Training & Development Administrator and coordinating free training offered by our insurance carrier.

11. Responsible for ensuring that LIBC is following the *Workers Compensation Policy* and assisting with the review and renewal process of the policy.
12. Responsible for maintaining and updating the *LIBC Safety Manual* and the *Community Emergency Management Policy (CEMP)* as needed in collaboration with the Lummi Chief of Police.
13. Responsible for monthly, quarterly and annual reports for the Safety Office.
14. Must attend all emergency management meetings and be prepared to host the meeting as well as inform the team on recommendations.
15. Work directly with the management on responding to emergency management needs.
16. Create and establish the *Emergency Action Plan (EAP)* for the LIBC workplace.
17. Assist in determining office closures regarding emergencies, such as, but not limited to, inclement weather or health concerns.
18. Conducts employee CPR/First Aid/Blood Borne Pathogen/Emergency Oxygen trainings.
19. Responsible for overseeing the promotion of workplace safety through flyers, e-mails, social media, etc.
20. Supervise all safety office staff and help them get the training needed that will support the goals and objectives of the office.
21. Lummi Safety Office and Security will oversee working in collaboration with HR to be in compliance with the Reasonable Suspicion section 603 of LIBC Human Resources Personnel Policy. Safety and Security will be the main point of contact when HR has a reasonable suspicion and will be transporting employees to and from testing site.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED *Required*
- Bachelor's degree in safety, Health, or related field *preferred*
- Must have three to five years of verifiable work experience and training in occupational safety and emergency response.
- Must have 3 years or more of experience as a supervisor *required*.
- Must have knowledge of OSHA standards
- FEMA Certification and/or HAZWOPER training certificate *required or be willing to obtain within 90 days of hire*.
- Must obtain a valid First Aid, CPR, Blood Borne Pathogen /Emergency Oxygen Instructor certification within 90 days of hire to successfully complete orientation.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Must be familiar with local, state, tribal and federal safety rules, and regulations.
- Knowledge of potentially hazardous materials and handling practices.
- Excellent communication skills both orally and written.
- Detail oriented and have time management skills.
- Outstanding organizational skills.
- Outstanding interpersonal skills and experience.
- Ability to prioritize workload and work under pressure of numerous deadlines.
- Self-starter and self-motivated to seek out safety concerns within the organization and its properties.
- Ability to work independently on assigned tasks as well as accept direction on given assignments.

- Ability to read and interpret documents such as, but not limited to, Human Resource policies and procedures.
- Ability to speak effectively before large groups.
- Ability to establish good working relationships with LIBC Department Directors/Managers/Supervisors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and see the process through a reasonable solution.
- Knowledge of Microsoft Office (Word, Excel, Access, and PowerPoint programs).
- Knowledge of employee accident claim insurance process preferred.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must attend required LIBC emergency management training and meetings.
- Must maintain CPR/First Aid/Blood Borne Pathogen /Emergency Oxygen trainer certification.
- Must be able to always maintain strict confidentiality with highly sensitive information.
- Must have ability to demonstrate advanced knowledge and ability to plan, organize, lead, and control the safety program and assigned employees.
- Must be dependable, punctual, and reliable.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.