



Safety/Environmental Specialist Job Description

Reports To: Manager	Department: Human Resources
Classification: Exempt	Date: 3/19/12

SUMMARY:

Position is responsible for the administration of all environmental, health and safety policies and procedures as well as ensuring safe work practices are followed by all employees.

ESSENTIAL FUNCTIONS:

- Implement all safety and health policies and procedures in designated area.
- Participate in post incident investigations.
- Support and manage the injury and worker compensation program.
- Communicate with local health clinic and company worker compensation insurance provider.
- Conduct follow up on all safety and health related incidents and assure timely corrective actions are being taken.
- Conduct weekly safety meetings for all personnel.
- Assure that all permits are obtained and issued in the area of responsibility.
- Work with Managers and supervisors to provide oversight for all safety and health issues.
- Attend necessary training to stay up-to-date on all OSHA regulation changes and current on any training necessary to efficiently perform the job.
- Has functional authority throughout the plant for health and safety issues.
- Coordinate and communicate regularly with all employees concerning health and safety issues.
- Participation in continuous improvement programs.
- Work in compliance with the Occupational Health and Safety Act and regulations.
- Follow Company safety rules.
- Report the absence of or defect in any protective equipment or clothing to the Supervisor or Manager immediately.
- Use or wear the equipment, protective devices or clothing that is required to be used or worn.
- Conduct effective EHS training and maintain required records.
- Maintain environmental programs (air, storm water, water management, waste, or hazardous material)
- Maintain compliance with OSHA and ISO 14001.
- Oversee and monitor contractor safety and on-site contractor activities.



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- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Development, implementation and supervision of safety, health, and environmental programs.
- Ability to use independent judgment in the exercise of daily responsibilities
- Work effectively under deadlines; maintain detailed and accurate records; perform independent research in carrying out administrative and technical duties; collect, compile, analyze and present a variety of data in a meaningful way; develop and implement various data collection, reporting and filing systems.

SUPERVISORY RESPONSIBILITIES:

N/A

WORKING CONDITIONS:

Ability to sit and work on a computer for extensive periods of time is required. While performing the duties of the job the employee is frequently required to sit, talk, see, and hear.

Administration is a typical office environment with a moderate noise level, however occasionally this position will require the employee to visit the manufacturing environment with a high noise level that may require hearing protection.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. However, we prefer the following.

- Bachelor's degree in Safety/Environmental or related field preferred.
- 2 or more years in a manufacturing setting with experience in Safety/Health/Environmental.
- Must have excellent computer skills.
- Must have exceptional problem solving abilities.
- Must be able to work independently.
- Must be detail oriented and organized.

Approved By:		Approval Date:	
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