



JOB DESCRIPTION

PROFILE	
JOB TITLE	Manager, Environmental Health & Safety (EHS)
DEPARTMENT	Supply Chain and Facilities
REPORTS TO	Vice President of Supply Chain
SUPERVISORY RESPONSIBILITY	None
EXEMPTION STATUS	Exempt
ADP JOB CODE	316012
DATE UPDATED	5-2021

GENERAL SUMMARY
<p>The Environmental Health & Safety (EHS) Director develops, implements, and monitors company environmental health and safety (EH&S) programs and policies to ensure compliance with federal, state, and local environmental, health, and safety regulations. Maintains safety equipment inventory, performs periodic safety inspections, and monitors hazardous waste removal vendors. Interacting with a variety of departments, conducts training in emergency response and hazardous material handling. Monitors environmental compliance and maintains liaison with appropriate regulatory agencies. Alerts leadership team with corrective action where environmental health and safety hazards exist.</p>

ESSENTIAL FUNCTIONS
<p>The following are intended to be examples of the accountabilities for which the person in this position is responsible:</p> <ul style="list-style-type: none"> ● Direct EH&S activities including planning, implementing, and managing technical performance to ensure quality and financial objectives are attained. ● Directs EH&S project(s) including project design and schedule to meet objectives. Directs the development of short and long-term EH&S objectives and recommends goals to management. ● Ensures, maintains all necessary permits for Environmental and Regulatory Compliance. ● Ensures that appropriate corrective action is taken where health and safety hazards exist. ● Directs activities related to EH&S programs and ensures company compliance with any applicable regulations, reviews requirements regarding safety aspects. ● Develops appropriate electronic and hard copy reports and records. May develop new or revise existing electronic or hard copy systems and makes internal and external presentations. ● Collaborates with senior and executive management to develop and implement current and annual technical, schedule, quality, and financial objectives for the EH&S program(s) to ensure strategic business objectives are met. May also participate in the development of annual and long-term objectives for the organization. ● Represents the organization as a primary spokesperson with line management, program managers, technical staff, and outside representatives. ● Promotes workplace safety, and assists in the development, maintenance, and management of EH&S programs at the site(s), including proactive incident and illness prevention, respiratory protection, contractor safety, and hazardous chemical management.

- Completes all regulatory reporting requirements (Fire, OSHA, EPA).
- Manage Safety Committee activities, agenda preparation, reports, follow-ups, incentive programs.
- Manage all different safety programs, conduct training and manage documentation, including but not limited to: Area Safety Representatives (ASR), Lockout/Tagout, Injury and Illness Prevention Plan (IIPP), Evacuation Procedures, PPE, Pedestrian Safety, Ergonomics, Heat Stress, Bloodborne Pathogens.
- Compiles, analyzes, maintains and interprets safety statistical data related to exposure factors concerning occupational illnesses and accidents, first aid incidents, near miss records and conduct root cause analysis for accident reports and evaluate injury case studies.
- Manage, perform quarterly safety walks with department managers, safety committee, insurance carriers, or consultants.
- Support Onboarding and Orientation safety training
- Provide support for worker's compensation claims including intake, investigation, reporting and return to work efforts.
- Ability to maintain confidentiality on all issues related to the position.
- Adaptability to perform under stress when confronted with emergent, critical, unusual, or dangerous situations, or situation in which working speed and sustained attention are make-or-break aspects of the job.
- Perform and oversee all responsibilities of an EH&S Manager and or Specialists.
- May be required to assist in the consolidation and disposal of hazardous waste.
- Travel requirements, rare travel may be required.
- Performs other duties as assigned or required.

SECONDARY ACCOUNTABILITIES

Remains aware of evolving needs and opportunities, showing flexibility in doing whatever is appropriate to support the Company's success. Pursues educational opportunities to maintain advanced and up-to-date knowledge in the field. Performs all other related duties as required and assigned and understands that the items in this description are not all-inclusive.

QUALIFICATIONS

EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> • Bachelor's degree in a related field with 13+ years of progressively complex experience; Master's degree with 11+ years of related experience. Additional professional experience may be substituted in lieu of education.
SKILLS/KNOWLEDGE/ABILITIES	<ul style="list-style-type: none"> • Must have a thorough knowledge of practices and methods for developing and administering a comprehensive EH&S program, including designing employee EH&S training programs. • Must be proficient in performing EH&S assessments to identify workplace hazards and determining appropriate control measures. • Must have a broad knowledge of the methods and practices for conducting accident and workplace safety audits and investigations required. • Must demonstrate an extensive technical understanding of environmental health and safety principles, concepts, theories,

	<p>regulations, and practices; and comprehensive leadership skills including organizing, planning, budgeting, scheduling and coordinating workloads to meet established deadline or milestones; and the ability to understand new concepts quickly and apply them accurately throughout an evolving environment.</p> <ul style="list-style-type: none"> • Must possess: (1) the ability to identify, analyze, interpret, and resolve unusually complex management and technical problems; (2) excellent verbal and written communication skills to accurately document, report and present findings; (3) excellent interpersonal skills to effectively interface with all levels of employees, senior management and senior outside representatives; (4) the ability to maintain the confidentiality of sensitive information; and (5) excellent computer skills. • Experience writing technical business policies, procedures, and reports.
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PHYSICAL & MENTAL REQUIREMENTS

ESSENTIAL PHYSICAL & MENTAL REQUIREMENTS:

- This position will require the following physical requirements; sitting 70%, walking 10%, standing 20%, lifting up to 50 lbs.
- This position will require the following mental requirements; Employee must be able to see and hear, read and write. Requires simple math calculations, withstanding moderate amounts of stress, adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, and speaking.

EMPLOYEE ACKNOWLEDGMENT

(Employee Name)	(Employee Signature)	(Date)