



POSITION DESCRIPTION STATEMENT

TITLE: Environmental, Health & Safety Coordinator

REPORTS TO: Director Operations

I.) PURPOSE OF POSITION:

- Oversee all matters concerning protection of the environment and public health, and associate safety and health.
- Accident/injury investigation and resolution
- Lead safety awareness program
- Head safety committee
- Safety training
- Emergency Response Team member
- SB198 (injury & illness prevention program)
- Lead initiatives on CPR/First Aid, Blood borne Pathogens, Lock Out/Tag Out, Ergonomics, Safety, Respirator Program and Forklift Driver Certification.

II.) KEY RESPONSIBILITIES:

- Compliance with local, State and federal environmental and industrial laws and regulations.
- Protection of the environment and public health from manufacturing operations and processes in which hazardous materials and chemicals are used and disposed.
- Hazardous wastes management.
- Develop, implement and oversee plans, programs, procedures and instructions as they relate to the protection of the environment and the safety and health of associates.

III.) RELATIONSHIPS:

- Reports directly to Director, Human Resources/Operation Director
- Responsible for the activities of the safety committee member's first aid administrators.
- Interaction with all department supervisors and lead persons.
- External relationship with local authorities and agencies: (Fire Department, Air Pollution Control District, Regional Water Quality Control Board Agency and Public Water Works department.

IV.) MEASURES OF PERFORMANCE

- Total injuries/illnesses.
- Overall JSC/APC total injuries, illness decreases per year.
- Overall environmental improvements.

V.) BACKGROUND AND SKILL:

- Technical knowledge of federal, state and local environmental regulations, including OSHA regulations.
- Technical knowledge of federal and state hazard wastes regulations, fire codes.
- Working knowledge of industrial/manufacturing environment.
- BA in industrial hygiene or industrial engineering

VI.) PERSONAL TRAIT PROFILE:

- Excellent Communicator and Team Builder
- Commitment to Continuous Improvement
- Strong sense of urgency
- Analytical, fact based problem solver
- Strong Interpersonal and organizational skills
- Exceptional leadership skills including the ability to drive improvements
- Multi-tasked, flexible, open minded
- High Degree of attention to detail

VII.) SCOPE AND IMPACT OF POSITION AND RESPONSIBILITIES:

- Positive influence on workers compensation costs.
- Support various manufacturing operations and equipment that require specialized procedures, specialized training, and/or a permit to operate.
- Matters of environmental and industrial safety and health.

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