



Environmental, Health and Safety Manager

Division/Department: Administration
Shifts: Monday – Friday 8:00am – 5:00pm
Job title: EHS Manager
Reports to: Plant Manager

Level/Grade: Management	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> /week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/Scope of Position

The EHS Manager is responsible for analyzing, identifying, and measuring workplace hazards or stresses that can cause sickness, impaired health, or significant discomfort in employees through chemical, physical, ergonomic, or biological exposures. They are responsible for making sure that employees follow health and safety laws and creating policies for a safer work environment. They must take measures to identify potential workplace hazards and improve existing conditions. The EHS Manager will be responsible for ensuring that quality training and best safety practices are in place for a safe and effective workplace.

Responsibilities/Duties (inclusive of but not limited to):

- Create and implement workplace health and safety plans and procedures
- Evaluate health and safety practice and procedures for risk assessment and following legal guidelines and OSHA guidelines
- Conduct accident prevention training and health and safety training
- Inspect equipment for unsafe workplace conditions
- Monitor employee conformity to safety laws and policies
- Investigate accidents and incidents to find cause and take prevention measures for further



incidents

- Suggest solutions, improvements, and prevention steps for safety issues
- Advise and lead employees on various safety-related topics
- Prepare educational seminars and webinars on a regular basis
- Review existing policies and procedures
- Work with HR to set up a new employee on-boarding process for safety
- Conduct risk assessment
- Enforce preventative measures
- Recruit and train safety committee team members
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees' safety

Other Duties

- Protects company's value by keeping employee's health information confidential.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals
- All other duties as assigned

Education/Training

- A Bachelor's Degree in Environmental Health and Safety, Occupational Safety and Health, Organizational Training and Development, or related field (essential)
- A minimum of 2 years' experience in training and development management (essential)

Skills

- Excellent leadership skills: Communicate clear objectives, provide feedback, and suggest improvement for individual performance, coaches
- Exceptional organizational, management, planning, and executing and problem-solving skills
- Experience analyzing company needs, lesson planning, development and implementation
- Ability to prepare comprehensive written reports and correspondences, represent ideas clearly and concisely, and make presentations
- The ability to make effective decisions under pressure
- Experience in strategic planning and execution
- Experience in formulating policy and developing and implementing new strategies and procedures
- Needs to have integrity and be honest in all dealings
- Ability to research information and analyze data to arrive at valid conclusions, recommendations, and plans of action
- Ability to meet or exceed the company's attendance and punctuality standard
- Excellent verbal and written communication skills (technical writing skills required)



- Ability to motivate teams and simultaneously manage several projects
- Reliable, responsible, and dependable, and fulfilling obligations
- Careful about detail and thorough in completing work tasks
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems

Salary

- \$65,000 – 85,000/yr

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods

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