



## TBEI - Lake Crystal MN

### Job Description: **Environmental Health & Safety Coordinator**

#### Job Summary:

Primary functions are to (1) Provide technical safety and health support to personnel, (2) develop and/or maintain safety, health and training programs, (3) audit safety program and provide technical support and recommendations to correct hazardous conditions and unsafe work conditions and practices.

#### Essential Functions:

- Active role with leadership and employees:
  - Partner with leadership to develop and achieve annual safety and health goals
  - Observe behaviors in the workplace for safe work practices; provide coaching and recommendations for continuous improvement
  - Responsible for safety orientation, annual safety training, and weekly/daily safety training
  - Maintain effective and timely communication with regards to safety suggestions, safety concerns, and corrective actions
  - Manage workers' compensation claims including employee education, timely return to work, light duty work available, and claim closure
  - Review injury, illness, and hazardous conditions and near-miss incident investigation reports and follow-up to ensure corrective actions are effective and complete
  - Lead the Safety Committee, Ergonomics Committee, and Emergency Response Team, including setting & accomplishing objectives, and providing continuous education and development for committee members
  
- Compliance & administrative responsibilities:
  - Research, plan and promote safety & health awareness through drills and specific training programs
  - Understand Federal and State occupational safety and health regulations and environmental protection regulations; ensure compliance, and implement regulatory changes as they occur.
  - Investigate adequacy of ventilation, exhaust equipment, lighting, and other conditions which may affect employee health, comfort, or efficiency.
  - Collect samples of air/gases, soils, water, and industrial wastewater to conduct tests on pollutant levels.
  - Conduct evaluations of exposure to ionizing and non-ionizing radiation and to noise.
  - Monitor & report all hazardous material generated & transported from facility
  - Responsible for all environmental related record keeping and administration. This would include: compliance with all permits, operating conditions and regulatory standards.
  - Identify and evaluate hazardous conditions and practices in the workplace
  - Conduct annual performance evaluation for the safety training program
  - File and maintain workers' compensation claims
  - Responsible for record keeping and annual safety calendar
  - Conduct annual audit and analysis of injuries, illnesses, near-misses and hazardous condition reports
  - Conduct periodic review of loss-run report and active workers' compensation claims
  - Recommend engineering controls to minimize safety hazards
  - Maintain Material Safety Data Sheet documentation of chemicals used
  - Manage budget, timetables and ensure completion of work

Tools Used: PC's, business operating system, software, Internet, printers, telephone, fax machines

Environment: Office & heavy industrial environment includes exposure to grease, oil, heat, humidity, fumes/odors, sparks.

#### Job Qualifications:

1. Must have 2 to 3 years of related experience or equivalent combination of education and experience.
2. A degree in Safety Engineering, Industrial Hygiene or Environmental Sciences, or in a related field is preferred.

3. Exhibit passion for safety and enthusiasm for continuous improvement
4. Proven ability to effectively partner with leadership and employees to accomplish goals.
5. Proven ability to handle sensitive matters, complex problems, and uphold highest level of professionalism and confidentiality
6. Excellent verbal and written communication skills
7. Ability to use PC skills in Microsoft Office, including Outlook, Power point, Word, and Excel at an advanced level
8. Participate in related continuous education
9. Ability to drive employees to a local health care facility as needed
10. Ability to perform desk work (40-50% of the time) and walk/stand/be present in manufacturing areas (50-60% of the time)