



## **FACILITIES SAFETY EHS OFFICER**

Plans, directs, and implements organization safety program to ensure safe, healthy, and accident-free work environment by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Annual Mandatory Safety Meetings/Training
- Mandatory Trainings
- Respirator Training
- Fire Extinguisher Training
- Safety Orientation for all new employees
- Quarterly Safety Committee Meeting
- Quarterly Safety Lunch and Learn
- Monthly safety emails
- Conduct safety inspections and accident reports including root cause and corrective actions
- Ensure the company is federal, state and local compliant
- Maintain accident record with review and follow up
- Assist in development of safety policies
- Assist in preparation, editing, and publication of safety or environmental education bulletins, guides, courses of study pamphlets, audio/visual and other materials
- Coordinate and assist in the management of wastes generated on site (vendor coordination, documentation, recordkeeping)
- Facility Walkthroughs

### **EDUCATION and/or EXPERIENCE**

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- OSHA 30 or equivalent is preferred
- CPR Certification is preferred

Equal Opportunity Employer