

Job Title:	HSE Coordinator	Job Category:	Regulatory
Department/Group:	Health, Safety & Environmental	Job Code/ Req#:	
Location:	Contract Packaging	Travel Required:	Minimal
Level/Salary Range:		Position Type:	Salary
HR Contact:	Tracy Vaughn	Date Posted:	
Will Train Applicant(s):		Posting Expires:	

Job Description

ROLE AND RESPONSIBILITIES

- Air emission pollution control equipment daily monitoring, inspections, quarterly PMs with vendor, and data collection.
- Waste management – Inventories, weekly lab waste disposal, identification, labeling, scheduling pickups, documentation, maintain waste storage areas, and reporting.
- Assist with weekly and monthly HSE inspections.
- Assist with accident reporting and accident investigation.
- Storm water sampling and inspections.
- Audit / inspection corrective action execution, follow up, and status reports.
- Assist with annual updates of job hazard analysis.
- Assist with corrective action completions, tracking, and implementation from inspections along with audits.
- Meeting with the management team to define EHS goals and objectives.
- Training employees on health and safety policies and best practices.
- Conducting inspections and identifying hazards and EHS violations.
- Providing solutions and intervention strategies for hygiene, health, and safety hazards.
- Implementing new health and safety protocols and measures to ensure compliance with regulations.
- Monitoring operational processes and employee activities.
- Generating assessment documentation, incident and accident reports, and health and safety manuals.
- Reporting to management, OSHA, and other regulatory agencies.
- Preparing and submitting health and safety compliance documents to the relevant organizations.
- Keeping abreast of the latest EHS trends, policies, regulations, and best practices

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree in environmental engineering, safety management, or similar.
- OSHA or similar EHS certification.
- A minimum of two years' experience as an EHS coordinator.

PREFERRED SKILLS

Detailed oriented, experience in health, safety and environmental field work. Forklift operation experience. CPR /AED/First Aid trained, and emergency response.

ADDITIONAL NOTES

Able to work in an inclement weather conditions, work in hot environments, on your feet 50% of the time, Follow health, safety and environmental procedures, plans, and programs.

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