

Job Title: EHS Specialist

EHS Specialist Job Description

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Department: Safety
Reports to: EH&S Leader
Supervises: N/A
FLSA Status: Non-Exempt

SUMMARY:

The position will work with leadership and plant team members across the site to support a strong proactive safety culture and an effective, efficient, and compliant safety process.

Principal Duties and Responsibilities:

- Applies prescribed hazard analysis methodologies to know at-risk conditions.
- Understands and ensures compliance with our Lock/Tag/Try system. Respect for the potential hazards within the manufacturing operation. Training and regular auditing of the process.
- Handles email, spreadsheets, Word, AspenTech and SAP as required for maintain proper safety processes and communication.
- Maintains the environmental compliance calendar and adheres to all reporting deadlines.
- Leads Lotus Notes verification process monthly on Roofing and Asphalt sides (includes physical records verification, verbal and written confirmations from different involved groups)
- Attends Daily Huddles – taking the lead on safety topics.
- Act as a guide and main point of contact for safety training for outside contractors.
- Leads, maintains and updates safety training package for new hires.
- Updates and maintains C6 programs.
- Updates and maintains the Hazcom and SDS program. Responsible for uploading new and updated SDS into Actio database.
- Participates and leads in safety and housekeeping programs.
- Leads and implements HPI (Human Performance Improvement) principles in ongoing safety communication on the floor, projects, JHAs, trainings.
- Leads monthly Safety Committee Meetings.
- Be in process of certification for Hazard ID&Control Specialist 2.0
- Submits SAP Notifications for all Safety requests.
- Investigates all safety concerns submitted.
- Leads and maintains LMS training system in both Roofing and Asphalt.
- Completes initial investigations after reported injuries/near misses.
- Participates in the EHS network calls.
- Provides support to different shifts throughout the Month.
- Complies with all plant rules.
- Complies with safety regulations and maintain a clean and orderly work area.
- All other duties as assigned or needed.

SKILLS AND ABILITIES

The employee should hold the following abilities:

- Ability to work well in a team or alone
- Able to communicate in English
- Attention to detail

COMPUTER AND SOFTWARE COMPENTENCIES

The employee must be able to:

- Must be able to operate a computer or other keyboard instrument
- Working knowledge of SAP, Lotus Notes

- Intermediate computer literacy – email, spreadsheets, Word, AspenTech and SAP.

EDUCATION AND/OR EXPERIENCE

The employee should have the following:

- High School Diploma or GED required
- Leadership training
- Must be able to learn the responsibilities of this position

Experience:

- Leadership training and some mechanical knowledge
- Certified Hazard ID & Recognition specialist

ESSENTIAL PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Able to climb and descend stairs
- Lift and push and pull 50lbs
- Able to do repetitive hand, arm, leg movements
- Must be able to squat, bend at the waist and knees freely
- Exposure to temperature extremes
- Exposure to sounds or noise levels that maybe uncomfortable
- Bending and twisting
- Repetitive Movements
- Handle, control or feel objects, tools or control

Able to climb tanks to read gauges