

ENVIRONMENTAL HEALTH AND SAFETY MANAGER

JOB DESCRIPTION

The position will be responsible for the development and implementation of organizational safety, environmental and health programs including accident prevention, safety training, hazardous materials management, ergonomics, and plant Emergency Teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists, plans and implements safety guidelines and procedures in compliance with federal, state and local rules and regulations including Occupational Safety and Health Administration (OSHA), Tennessee Occupational Safety and Health Administration (TOSHA) and Department of Transportation (DOT).
- Advises General Manager and Assistant General Manager on safety compliance concerns and preventive actions.
- Plans and delivers mandatory and general health and safety training for field and office staff.
- Maintains safety files and records (OSHA 300 Log; First Report of Injury).
- Conducts post-accident investigations and prepares reports identifying possible accident causes.
- Maintains a working knowledge of all safety, environmental and health legislation and keeps up to date on new developments that effect the industry.
- Carries out regular site inspections to check policies and procedures are being properly applied; recommends corrective action: training, engineering and/or administrative controls to bring areas into compliance; follows up to ensure implementation.
- Develops and updates a Job Hazard Analysis (JHA) for all job descriptions in all departments.
- Manages the Worker's Compensation program; participates with legal and/or insurance counsel in presenting information for hearings, investigation of claims and other actions where necessary.
- Coordinates plant Emergency Response Teams including training and certifications.
- Advises on a range of specialist areas, e.g., fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases.
- Implements/maintains the following programs: Fire protection, cranes, confined space, fall protection, powered industrial trucks, emergency action plans, Lockout/Tagout, respiratory protection, hazard communication (SDS), electrical safety and the Risk Management and Process Safety Management Programs.
- Performs other related duties as assigned.

QUALIFICATIONS AND SKILLS:

- Bachelor's degree from four year college or university in safety or related field; or a minimum of five years related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of OSHA/TOSHA laws as well as local regulatory agencies.

- Effective written, verbal, interpersonal and presentation skills.
- Ability to communicate at various levels within the organization.
- Organizational skills and ability to work independently.
- Experience using Microsoft Office and Outlook.
- Professional certification (ASP/CSP) in safety, industrial hygiene, or hazardous materials preferred.
- 14001/18001 experience and or lead auditor training preferred.
- First aid/AED certification preferred.

WORK ENVIRONMENT:

- Work is performed in both office, plant and field settings.
- May be subject to walking over rough terrain, bending, reaching, kneeling or climbing ladders in to trenches.
- May be subject to exposure to extreme weather conditions, hazardous materials and chemicals, moving traffic, confined spaces, heights, air and water borne pathogens.
- Expected to be available as needed for emergency response and accident investigation.
- Planned work events that require safety supervision may occur outside of normal working hours.

EOE:

- Harpeth Valley Utilities District is an Equal Opportunity Employer.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.