

Job Title: Environmental Health and Safety Coordinator
Position Status: Permanent, Full Time
Department: Operations - Health and Safety
Supervision Received: SVP, Operations
Supervision Exercised: N/A
Location: Mountain Iron, Minnesota

PRIMARY FUNCTIONS

A.	Health and Safety Programming/Coaching	75%
B.	Training and Development	10%
C.	Emergency Preparedness Programming	10%
D.	Other Duties as Assigned	5%
TOTAL		100%

Reporting to the Senior Vice President of Operations, the Environmental Health and Safety Coordinator is responsible for endorsing a workplace culture of health and safety and acting as a subject matter expert resource for managers, supervisors and employees. They will help develop and maintain safety programming, including policy, procedure, and training. The Environmental Health and Safety Coordinator will be required to know and comply with State and Federal laws as they apply to Health and Safety in the Workplace. They will be required to continuously shift priorities to meet the position's changing demands and are expected to display a high standard of diplomacy, professionalism, confidentiality, and discretion.

RESPONSIBILITIES**A. Maintain Health and Safety Programming (75%)**

- Administer and maintain applicable health, safety, and environmental programs.
- Lead the workplace safety committee.
- Maintain the OSHA 300 logs
- Support accident investigation programs and procedures to ensure work-related injuries are reported and investigated to prevent reoccurrences.
- Provide recommendations and/or implement changes for improving safety in the workplace.
- Coordinate environmental programs, including record keeping and hazardous/special handling waste programs.
- Conduct safety observation reports regularly, depending on the length of the project.
- Attend safety walks and inspections before or during each project to analyze safety risks.
- Support PPE (Personal Protective Equipment) programming, including identifying the most suitable PPE suppliers, and ensuring the correct PPE is in place.
- Assists in the preparation of safety performance reports/presentations.

- Coordinates and participates in internal safety committees and runs regular safety meetings per applicable legislation.
- Conducts and reviews safety audits/inspections to ensure that actions have been completed.
- Supports all efforts to ensure that all systems and programs (including being fully trained) are ISO 14001(Environmental) and 45001 (OH&S) compliant.

B. Training and Development (10%)

- Supports the development of and facilitates health, safety, and environmental training as required by state or federal legislation.
- Educated employees on safety standards and expectations as well as safe machinery operation.
- Identify new opportunities for training.

C. Maintain Emergency Response Programming (10%)

- Supports emergency response programs including life/safety, fire protection, and emergency evacuation procedures.
- Act as a liaison between management and external safety agencies, such as fire, police, Ministry, and insurance personnel as required.
- Responds to regulatory inquiries and inspections pertaining to health, safety, and environmental and emergency programs as required.

D. Other Duties as Assigned (5%)

- Perform other duties as assigned by the Senior Vice President of Operations or delegate.

Minimum Qualifications:

Bachelor's degree in occupational health and safety or a related field, and/or safety certification, with at least two (2) years of experience working within state and federal safety requirements or an equivalent combination of education, training, and experience required.

- Strong understanding of OSHA (State and Federal)
- Strong sense
- Excellent written and verbal communication skills
- Ability to coordinate multiple projects and priorities at the same time while meeting deadlines
- Interpersonal skills, with the ability to establish effective professional relationships with employees and project managers
- Ability to problem solve and assess and mitigate risk as required
- Experience with PowerPoint, Excel, and auditor safety software
- Experience working at an automated manufacturing facility is an asset
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