ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR

August 16, 2019

Department: Administrative
Status: Salary
Reports to: Human Resource Manager
FLSA Status: Exempt
Personal Protective Equipment: Safety glasses, hearing protection and sturdy footwear (must be worn when entering production area).

Summary
The EHS Coordinator will plan, direct and implement environmental health and safety programs to ensure a positive, safe, healthy and incident-free work environment. Also, will be responsible for the compliance with all environmental and safety regulatory agencies, OSHA, MSHA, EPA, etc. Develops and manages programs to support Astec Mobile Screens management team and Astec Inc. requirements.

Essential Duties and Responsibilities
- Plans and implements procedures, programs and files regulatory reports in compliance with the local, state and federal guidelines.
- Plans and implements programs to train all employees to meet standards and also to enhance the company safety culture. Coordinates new employee safety orientation program and employee safety training.
- Develop, implement and manage EH&S policies, programs and practices.
- Maintain liaison with outside organizations such as fire department, mutual aid societies and rescue teams to assure information exchange and mutual assistance.
- Direct the development of specialized education and training materials. Administrator for ToolingU program.
- Responsible for incident investigation and corrective actions. Provide personal injury assistance, first aid and coordinate professional services if needed.
- Moderator for safety committee and safety management committee meetings
- Conduct building and ground surveys on periodic and regular basis to detect code violations, hazards and incorrect work practices or procedures.
- Monitor SDS electronic program.
- Asses company’s workflow and determine appropriate PPE.
- Required to become certified by OSHA, MSHA, EPA, RCRA and First Responder.

Qualifications
- Bachelor’s degree from four-year college or university; or 4 years or more related experience and/or training; or equivalent combination of education and experience.
- Certified Safety Professional (CSP) certification is preferred.
- Strong communication skills, both verbal and written (training/presentations/report writing)
- Ability to lead and direct teams and/or committees
- Strong PC skills in Microsoft Office (Word, Excel and Power Point)
- Ability to perform in heavy industrial setting involving congestion, with exposure to industrial fumes, smoke, dust and noise.

Note: This job description is intended to be a general guideline of areas of responsibility. There will be incidental tasks not listed on a job description that arise at various times. These tasks are assigned to help out the department and company and, as a member of our company each employee is expected to help in these areas.