

Environmental, Health and Safety (EHS) Manager Typical Job Tasks

The EHS Manager is responsible for day-to-day oversight of jobsite safety implementation including, but not limited to: Safety education/training, execution and auditing of safe work procedures, coordination of incident investigations, execution of injury prevention plans, site-specific safety goals and objectives, pre-project planning, EHS audits/inspections, safety/security on projects, contractor safety, communications and reporting as required to management, clients and agencies as needed. Working with others to establish the direction for corporate safety program/processes that will help reduce incidents and create a zero injury safety culture. Additional general responsibilities include ensuring compliance with local, state, federal and corporate regulations and policies. This role must work collaboratively with site leadership, employees, and other EHS professionals to effectively identify and deliver innovative EHS solutions aligned with the needs of the business. Additionally, establishing a consistent vision for EHS, driving accountability to achieve the desired culture, effectively managing and adapting to shifting business priorities are all critical focus areas for this position.

JOB RESPONSIBILITIES

- Conduct safety & compliance training to educate employees pertaining to jobsite safety, health hazards, and methods of reducing and/or eliminating workplace hazards.
- Coordinate new employee orientation and cover existing employees' on-going Safety training.
- Oversee function specific training needed for various tasks.
- Conduct periodic location inspections / audits regarding housekeeping, equipment and machinery condition, environmental concerns and all other safety related issues at locations, to ensure compliance with all applicable Federal, State, and company regulations.
- Develop and track corrective actions for audit findings.
- Maintain and periodically review the risk management system to produce safety records and documentation required by the company, state and federal regulations.
- Communicate with management, safety staff and employees to keep each jobsite up to date and current regarding changes in safety regulations and programs.
- Participate in monthly safety committee meetings. utilizing the Minutes and Agenda system
- Lead efforts to continually improve processes and implement procedures that improve safety, environment, and compliance.
- Assist Management on facility improvement projects by researching requirements, suggesting options, obtaining proposals, and evaluating safety and compliance issues on final project.
- Facilitate relationships with local regulatory personnel and agencies, provide compliance information, and respond to any concerns they may have.
- Lead efforts to correct any environment, safety and health problems identified by auditors, insurance representation or internal reviews.
- Refer issues regarding Capital expenditures, Employee Discipline, Operational Changes, etc. to management.
- Visit jobsites to meet with project managers to audit and review the jobsite safety records and compliance to site safety policy
- Maintain required paperwork such as OSHA 300 logs in compliance with federal law
- Lead and participate in all incident investigations.

REQUIREMENTS

- BSc/BA in Safety Management or relevant field is preferred
- 5 years proven experience as a Safety Manager
- Certified Safety Manager (NASP) preferred
- Deep understanding of legal health and safety guidelines
- Ability in producing reports and developing relevant policies

- Good knowledge of data analysis and risk assessment
- Excellent organizational and motivational skills
- Outstanding attention to detail and observation ability
- Exceptional communication and interpersonal abilities
- Valid qualification in occupational health and safety
- Prior experience with Safety Management and Compliance software, eCompliance, or similar