



<b>Position Title</b>	<b>EH&amp;S Manager</b>			<b>Eff. Date</b>	09/01/2021
		<b>EE Type</b>	Salaried	<b>FLSA</b>	Exempt
<b>Location</b>	Birmingham, AL	<b>Department</b>	Operations		
<b>Reports to</b>	CEO	<b>Dotted Line Report</b>	VP of Operations		

**Position Summary**

The EHS Manager is responsible for managing all aspects of environmental, health and safety programs to ensure a safe, healthy, and accident-free work environment by performing the following duties personally or through subordinate managers and supervisors. Coordinates workers compensation claims and facilitates claim reviews. Develop a partnership with each operating team across the US and Canada, ensuring a culture where concerns over employee safety is a priority.

**Primary Accountabilities** (Essential duties)

Actively develop a culture where employee safety is critical to high performance and the presence of an accident-free work environment.

Analyze monthly reports for injuries, worker's compensation claims, and environmental compliance. Implement and assure compliance with world class EH&S processes which utilize industry leading Best Practices.

Ensure timely regulatory compliance for all applicable Local, State, and Federal Regulations through a proactive approach developing the appropriate relationship with Local, State and Federal offices.

Through close alignment with plant managers and Vice President of Operation develop key tactics to realize the objectives of the EH&S program.

Report on progress, identify areas of potential improvement in EHS programs, develop and implement state of the art solutions to reduce risks and eliminate concerns.

Drives continuous improvement using tools and activities, including self-assessments and audit processes, incident/near miss investigations, metrics and targets (leading and lagging indicators), and periodic reviews of performance, culture, and talent.

Identify and ensure proper training is completed as required for each location.

Manage, support, and develop a team of EHS professionals across multiple locations. This includes providing coaching and training, setting goals, evaluating performance, planning staff assignments and development, and making and approving personnel management decisions (i.e., recruitment, promotions, terminations, and salary changes).

**Secondary Accountabilities**

Develop and implement policies and procedures in compliance with Local, State and Federal OSHA and EPA regulations in a proactive fashion

Develop and implement programs to train all employees in workplace safe practices, fire prevention, and correct handling techniques of all chemicals, toxins, and other materials needed within the manufacturing facilities



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Prepares studies and analysis of industrial accident causes and hazards to health for use by company personnel and outside agencies

Audits facilities to detect existing or potential safety concerns and health hazards, determine corrective or preventative measures where indicated, and follows up to ensure measures have been implemented

Lead the investigation of all incidents and cooperate in the preparation of material and evidence for organization use in hearings, lawsuits, and insurance investigations

Compile and submit accident reports required by regulatory agencies

Oversees the administration of worker's compensation program, including working with the insurance carrier to reduce employee lost time and DART rates

Represent the organization in community or industry safety groups and programs

Maintain safety files and records for all sites

Implement a process with local and corporate engineers ensuring new equipment is designed with proper industry safety controls and labeled per standard

Represent the Company during any OSHA, environmental, or other related inquiries when needed

Forge and maintain effective relationships throughout the Corporate and Operations' management and team member ranks

Employee(s)/Group /Department Supervised: The position will lead local EHS personnel via dotted line reporting with site specific Plant Managers. The position will help develop the role and responsibility of plant site resources.

**POSITION QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education / Experience** (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Degree: EH&S related bachelor's degree from an accredited college or university

Years of Experience: 10+ in the area of EH&S

**Competencies / Technical Skills**

Core Competencies : Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Result Orientation; Personal Accountability, Regulatory Knowledge

Organizational Competencies: Initiative; Developing Others; Influencing Others

Technical Skills: Basic knowledge of networking technologies, Knowledge of Microsoft Office applications required, understanding of root cause analytical tools such as 5 Why's and 8D's



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**Licenses / Certifications**

None required

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and listen. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

**Work Conditions**

Primary Environment: Office 50%

Travel: 50% or as required to perform duties assigned

Must have valid passport to travel to Canadian locations.

Secondary Environment: Manufacturing Plant 50%

**Employee Acknowledgement**

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an "at will" basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_