Job Description

Safety/Environmental Assistant

Reports To: EHS Manager
FLSA Status: Non-exempt
Department: Administration

Job Duties and Responsibilities:
The Safety Assistant will support the ongoing development and maintenance of training a safety and environmental programs to include, but not limited to the following:

1. Maintain OSHA compliance with the following topics in mind;
   a. Perform routine job safety analyses, building safety inspections and reviews;
   b. Emergency Action Plans;
   c. Fire Prevention Program;
   d. Hazard Communication Program;
   e. Personal Protective Equipment Program;
   f. Maintain training documentation.
2. Assist in maintaining safety guidelines, procedures, and policies.
3. Able to effectively communicate both safety and environmental training topics.
4. Assist in ensuring and monitor regulatory issues. (i.e., DNR, EPA, DOT)
5. Provide initial new-hire safety training and follow-up interaction for new employees.
6. Assists the Company with accident management and prevention.
7. Maintain and file documentation needed for reporting to controlling agencies.
8. Able to interpret and decipher environmental permit requirements.
9. Travel to off site locations to conduct training on a scheduled basis.
10. Report safety and environmental issues to the EHS manager.

Level of Authority:
1. The Safety Assistant retains the ability to halt any and all company functions proving unsafe.
2. The Safety Assistant oversees facility with safety as the focus.
3. Enforce safety guidelines through effective disciplinary action as per each individual case.

Knowledge, Experience and Professionalism:
1. A Bachelor's Degree in a safety related program or equivalent.
2. 2+ years experience in professional safety/loss control.
3. Able to work independently as well as within a team.
4. Excellent verbal and written skills.
5. Knowledge of OSHA, DOT, EPA and applicable regulatory agencies.
6. Proficient on Microsoft Office Products.
7. Ability to train all levels of the organization.