



Job Description

JOB TITLE: Environmental, Health and Safety Compliance Manager

Employment : At-Will
FLSA : Exempt
Department : Operations
Reports to : Don Brock, Plant Manager
Prepared by : Cecilia Millan **Approved by:** Don Brock

Managing Business

Position Scope:

The Environmental, Health and Safety Compliance Manager will be responsible maintaining of La Michoacána but are not limited to developing new and implementing existing company EH&S programs, regulatory compliance with all applicable federal, state, and local environmental, industrial hygiene, and occupational health regulations. The EHS Coordinator will ensure continuing compliance by participating in compliance audits and overseeing internal audits. Coordinates with production supervisors to ensure compliance with regulations, and effective health and safety training for all employees. The EHS coordinator will be responsible for the implementation and coordination of the elements of OSHA's PSM regulations and ensure that all regulatory documentation is maintained and that required reports are filed in a timely manner.

Duties and Responsibilities

- Supports Safety Committee in all regulatory and company reporting requirements;
- Act as the Emergency Response Coordinator;
- Work with production supervisors to develop and implement programs to maintain a safe working environment and ensure compliance with CAL OHSA and the Company EHS policies and procedures;
- Conduct risk assessments, industrial hygiene monitoring and conduct facility audits to eliminate, minimize and control existing and potential hazards;
- Review incident and accident reports to determine measures needed to prevent repeats, including root cause analysis;
- Lead incident investigations or root cause analyses.
- Identify EHS training needs, conduct or oversee this training, and ensure maintenance of the company training database;



- Support Plant Manager and Safety Committee in the organization and scheduling of safety Committee meetings.
- Provide assistance regarding material classification, waste profiling and manifesting;
- Ensure completion of all waste and material tracking and reporting documentation;
- Maintain a compliant PSM program at the facility
- Lead and document the PHA/hazard evaluations of each phase of a large project (such as a new process).
- Lead and document the PHA/hazard evaluations of existing (older) process.
- Demonstrate how to prepare for PHA meetings, how to effectively lead the hazard review meetings, and how to document the results in a useable PHA report.
- Perform Layer of Protection Analysis (LOPA) for determining if the risk of an accident scenario is low enough.
- Be an expert at determining the necessary risk mitigation for an accident scenario during PHAs/HAZOPs, or as a stand-alone task.
- Ability to write effective procedures and supplement plant personnel in actually writing operating and maintenance procedures.
- Assist in developing inspection, test, and preventive maintenance plans and equipment reliability programs.
- Develop and implement key performance indicators (most importantly, leading indicators) to track the progress of PSM on a week-by-week and month-by-month basis.
- Obtain the most out of implementing PSM to help ensure maximum compliance.
- Manage, coordinate and implement all fourteen (14) elements of the OSHA Process Safety Management standard and the additional requirements of EPA risk management plan rule.
- Evaluate new processes and modify existing processes and facilities to meet new requirements.
- Work in tandem with the maintenance staff to develop, coordinate and evaluate maintenance programs for highly technical equipment.
- Provide oversight and conduct audits for site management of change (MOC) and pre-start up safety review process (PSSR). 17. Participate on teams responsible for implementing new products and processes.
- Develop, or assist in developing, organize, schedule and conduct training programs for the company.
- Work with Plant Engineer in develop and review the SOP's associated with boiler and refrigeration operation, ensure that all P&ID's are up to date;
- Review all PM's for mechanical Integrity compliance, ensure that all piping is labeled and valve numbers are in place and accurate.
- Maintain all PSM documentation and training records that pertain to the PSM program.



- Support Plant Engineer in the organization and scheduling of PSM meetings, compile and maintain PSM action item logs, assist in completing items on the action item log.
- Inspect and maintain the HAZMAT equipment in accordance with 29CFR.
- Assist Plant Engineer and Safety Committee in responding to all facility regulatory requirements.
- Ability to read and understand mechanical and electrical drawings and technical specifications
- Ability to read and understand complex regulatory requirements
- Ability to demonstrate excellent work habits in line with Good Manufacturing Practices (GMPs)
- Ability to demonstrate safe working habits
- Ability to work in a fast-paced environment
- Ability to work any shift, nights, weekends, holidays, and extended hours
- Ability to work efficiently with little or no supervision

In performance of these duties The Environmental, Health and Safety Compliance Manager has the following responsibilities:

- 1) Personally provide leadership, counsel and technical assistance to the operations managers, technical advisors, maintenance manager, safety supervisor, plant engineering, and hourly plant personnel in the field of process safety management to attain production, quality, cost, safety and environmental goals.
- 2) Leads in the continuously improvement of the facility regulatory programs by looking for the balance of regulatory compliance and business objectives through receiving feedback from facility team members, leaders and managers.

Position Goals and Measures of Positive Performance

Performance of the Plant in meeting identified responsibilities is evaluated on the following measures:

- 1) Compliance on all applicable regulatory programs.
- 2) Improvement in Mod Rates, IFR, LT and Safety Culture
- 3) Relationship with operating and partners.
- 4) Meeting budgetary requirements.
- 5) Timely distribution of metrics and reports.

Requirements, Qualifications, and Selection Criteria

- Bachelor's degree in EH&S or related field



- RETA certification or ability to obtain.
- Formal training in Root Cause Analysis preferred
- Formal training on How to Conduct Audits preferred
- 4+ years' work experience in EH&S compliance;
- Good understanding of federal, state and local regulatory authority, including: EPA, OSHA, DOT, and familiarity with federal, RCRA, CWA, SWPPP, SPCC, PSM, PHA, LOTO, PPE, HAZMAT, Machine Guarding, GHS, Confined Space Entry, Crane Safety, RAGAGAP and Forklift Training.
- Some experience in implementing and/or maintaining an ISO or similar certification system preferred;
- Strong communication and interpersonal skills with a customer-service attitude;
- Proficient in computer software applications (Microsoft office suite);
- Strong problem solving skills;
- Industrial/Manufacturing EH&S experience strongly preferred,
- 40 Hour Hazwoper preferred;
- Bilingual in English and Spanish is preferred but not required

WORK SCHEDULE:

- This position requires that employees work Monday through Friday, including some Saturdays and Sundays.
- Regular and Reliable Attendance.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitation or require any accommodations in order to perform my job I must immediately inform the HR Department. This job description may change from time to time at the discretion of the company. Job offer conditional on successful completion of Drug/Alcohol test.

Employees Signature: _____ **Date**_____

This job description may change from time to time at the discretion of the company.

Job offer conditional on successful completion of Drug/Alcohol test and other Test that is requisite for the job.