



Environmental Health and Safety Engineer

SUMMARY

Responsible for creating and enforcing a culture of safety within our organization. Develop and implement health and safety plans, data capture and ongoing analysis. Oversee and review health and safety documentation and data. Ensure adherence to all relevant legal rules and regulations. The EH&S Coordinator will be responsible for coordinating regulatory programs and provide environmental health and safety support to the Operations and entire facility to ensure that all practices are in compliance with federal and state regulations including OSHA, EPA. The position will develop, coordinate and lead the environmental health and safety programs including training and regulatory audits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements safety and health standards, criteria and guidelines, such as those issued by the Occupational Safety and Health Administration (OSHA Health, Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), and all other applicable regulations.
- Scheduling and conducting training sessions based upon job specific requirements. Training may include: General Safety Awareness, Supervisor Safety Training, Scaffolding, Confined Space, Fall Protection, Electrical Safety, Respiratory Protection, and other job-specific training.
- Acts as subject matter expert (SME) for Modernfold Safety and Health programs and assists work centers by providing guidance on program compliance.
- Develops, implements and monitors site-specific initiatives to engage all employees in the safety and health programs in support of annual business line objectives
- Develops a culture that identifies health and safety opportunities and documents those for trends and predictive analysis
- Leads safety incident investigation teams to determine root cause, corrective and preventive actions
- Establishes and manages ergonomic, injury case management and return to work programs
- Train and assist personnel on the Modernfold safety program including, but not limited to, development of job hazard analysis, job safety, incident investigation, accident prevention plans, permit-to-work process.
- Performs industrial hygiene surveys and documents findings according to accepted procedures. Uses and maintains health and safety related instrumentation, including 4-gas meters, noise dosimeters, Photo-ionization Detectors.
- Issue safety equipment and permits as required.
- Conducts inventory of health and safety related supplies and provides information to manager for purchase.



- Provides SME risk review and permit review and approval based on the permit to work process for Modernfold. Monitors work being performed under a permit to work and accident prevention plans to ensure compliance.
- Provide guidance and SME support to the Plant Safety Committee.
- Attend work center safety meetings as requested by the Safety Supervisor.
- Interfaces with functional first line management and supervision, ensuring risk management methodologies are being incorporated into all facets of operation.
- Complete work center visits/inspections to ensure compliance with work center specific safety programs.
- Follow-up and assist supervisors, line-leaders with incident investigations and root cause analysis.
- Responsible for coordinating regulatory programs and its applications and help support the compliance process.
- Review and maintain the site preparedness and emergency plans and procedures including LOTO, EAP, and HAZCOMM
- Oversee hazardous chemicals and waste storage area, waste reduction monitoring and ensure regulatory agency compliance, labeling, proper disposal and documentation
- Responsible for risk assessment and analysis including:
- Accountable for completing permit applications and work with environmental and safety groups and consultants to ensure compliance in permit reporting requirements
- Ensure inspections by regulatory agencies are coordinated and corrective actions are followed through accordingly.
- Ensure all permits, reporting requirements and audits are met promptly for both environmental and safety compliance
- Conduct regular site inspections in coordination with Operations and QA
- Maintain relevant EHS logs and documentations
- Partner with HR to ensure filing systems regarding employee training are maintained and any Worker's Compensation related issues
- Lead, investigate, review, compile timely and accurate reports and follow through all workplace accidents and incidents such as OSHA incidents
- Maintain working relationships with Regulatory Agencies such as MassDEP to ensure compliance
- Assist in emergency response, safety response and first aid guidance
- Remain updated of environmental and safety regulations changes that affect the Company
- Develop the sustainability program and ensure documentation kept up to date
- Performs other duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are respective of the knowledge, skill, and/or ability required, but are not intended to be all-inclusive. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- BS in chemistry, environmental, engineering, health and safety, or related field is required. Equivalent relevant experience may be accepted in lieu of a degree.
- Minimum of three years of experience with safety and health rules, regulations, standards, and the components of an effective safety program, including plant operations and/or construction safety, fire protection, public health, and development of related training programs is required.
- Experience in conducting thorough root cause analysis to ensure root cause is identified and eliminated in response to any safety-related incident is required. Proficient in conducting safety training and presentations to groups, with the ability to communicate with both large and small audiences is required. OSHA 500/501 Authorized Trainer Credentials preferred.
- Working knowledge of basic industrial hygiene principles is required.
- Ability to express ideas clearly and concisely is required. Ability to maintain good working relationships with employees is required. Working knowledge of basic industrial hygiene principles is required.
- Desirable to understand and implement sustainability programs
- Experience in industrial safety is preferred.
- Willingness and ability to deploy to Canada for periods to provide support may be needed.
- Must be willing and able to perform physical activities including heavy lifting, climbing in and out of equipment, etc.
- US citizenship or US Permanent Resident Status is required.

LEADERSHIP AND TEAM SKILLS

Excellent interpersonal and organizational skills. Ability to collaborate and communicate effectively and provide constructive feedback in a positive nature at all levels of the organization. Ability to utilize direction and feedback from Management and display a positive “can-do” attitude, a strong work ethic and utilize appropriate problem-solving skills. Strong organizational and time management skills. Must lead by example in being deadline/results driven, effectively handling challenges under stressful conditions and demonstrating and encouraging a continuous improvement mindset – building the case for change and leading through others. Is an active learner that is empathetic to the challenges experienced throughout the business cycles and is passionate about performance improvement and coaching others to maximize their performance. A team builder and effective and trusted business partner. Maintain a “mutual trust and respect” and productive work environment within and between departments.

LANGUAGE SKILLS

Ability to communicate throughout the organization in written and verbal form and effectively present information and respond to questions from groups of managers and customers. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write and interpret reports, business correspondence, product drawings, specifications and procedure manuals. Ability to understand, write and communicate training material,



standardized work, job instruction sheets, etc. Conduct and facilitate meetings with cross-functional resources.

MATHEMATICAL SKILLS

Higher math skill required – geometry, trigonometry, calculus, etc. Ability to work with mathematical concepts; such as probability and statistical inference. Ability to apply simple math concepts; such as fractions, percentages ratios, and proportions to practical situations. Data driven.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use key analytical metrics to drive improvements. Ability to define current condition, future desired state and actionable items for removing gaps between the two conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

None required for this position.

PHYSICAL DEMANDS

The physical demands described herein 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is regularly required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to work for extended periods of time at a workstation on a computer or similar device. Occasional extended periods of standing, bending, kneeling.

WORK ENVIRONMENT

While performing the duties of this job the employee is typically working in a light industrial work environment with associated noise levels – heated but not air conditioned - to meet and communicate with other personnel to conduct business. Employee will be exposed to temperature and humidity variations through the seasons of the year and may, at times, be outdoors for short periods at any time – walking or travelling between buildings or off-site entities. The employee will also perform part of their work in a typical office environment at a workstation with computers and other equipment with normal levels of noise. Personal protective equipment (PPE) must be worn as required. Overnight travel may be required occasionally.