

Job Description

Title: EHS Associate

Reports to: Director of Operations

Date: 7/9/2021

Purpose/Summary:

The EHS Associate's primary responsibility is to follow the Jarchem Regulatory Roadmap and ensure the company is up to date on all regulatory and safety requirements. The EHS Associate is expected to be able to interact effectively with a wide variety of teams to implement change effectively and sustain the safety of all staff.

Tasks/Roles/Responsibilities:

Safety Responsibility

- Work with various levels of site personnel to establish internal EHS compliance.
- Coordinate and participate in facility EHS inspections to mitigate hazards.
- Develop and conduct EHS trainings regularly to help in achieving 100% compliance.
- Complete daily and monthly inspections and ensure the facility follows GMP.
- Maintain, develop, and update, written plans and programs.
- Conduct trainings for all operators and company personnel including annual trainings, fire extinguisher and emergency evacuation drills.
- Record and maintain documentation of our workplace safety procedures, accidents and related events.
- Lead Emergency Response as per the Emergency Response Plan

Regulatory Responsibilities

- Provide support during any regulatory or internal inspections/ audits.
- Helps in ensuring the site to be compliant with all Environmental Health and Safety regulations at the Federal, State and Local levels.
- Stay up to date with changes in rules and regulations.

Safety Improvement

- Develop safety metrics and hold each department accountable to these metrics.
- Lead weekly safety team meeting to review and implement safety improvements and review team metrics.
- Create project proposals for safety improvement opportunities.
- Ensure Jarchem is OSHA/HACCP compliant
- Improve and ensure compliance on Lockout/Tagout Procedures.
- Develop forms such as JHAs and oversee the implementation.

- Perform risk assessments of current and new manufacturing processes and equipment to identify risks and develop a mitigation plan to protect employees' safety and health.
- Assist in implementation & enforcement of various environmental programs including non-hazardous waste.

Job Specifications:

- Bachelors degree in an Engineering or related field or previous experience in an EHS role.
- CPR and AED Trained and certified
- Develop and implement SOP's.
- 1-5 years of experience in a chemical manufacturing environment.
- Familiarity with OSHA regulations and/or certifications.
- General knowledge of ISO 9001/22000.
- Need to be able to read, write, and speak English.
- Strong organization, planning, verbal, and written communication skills.
- Demonstrated ability to organize a team and lead discussions.
- Demonstrated ability to follow through on set goals.
- Comfortable working independently to complete necessary tasks.
- Ability to train, document, and educate all personnel.
- Working knowledge and ability to use MS Office.
- Travel internationally and domestically as required.