

**Contact: Denise Griffin, Senior Recruiter**  
**denise.griffin@na.manpower.com**  
**Manpower Professional**  
**7755 Center Ave, Suite 1050**  
**Huntington Beach, CA 92647**  
**800.842.0541**  
**714.891.7619 x7803**

Safety/Health Environmental Manager, Sylmar Manufacturer

### **Environmental Health and Safety Administrator-Bilingual**

Will monitors facilities safety performance including injuries, injury prevention, hazard identification, hazard control and correction, compliance with OSHA and other safety regulations and policies.

#### **Qualifications and Skills:**

Bachelor's degree (B.A./B.S.)

Must be bilingual in English and Spanish. Ability to deliver training in Spanish and English

Minimum 5-10 years experience in Health and Safety in a manufacturing environment.

The ability to work logically and systematically with good time management

Excellent written and verbal communication skills

Proficient in MS Word, MS Excel, Outlook, PowerPoint and Explorer.

#### **POSITION SUMMARY**

Under limited supervision monitors facilities safety performance including injuries, injury prevention, hazard identification, hazard control and correction, compliance with OSHA and other safety regulations and policies.

#### **SPECIFIC RESPONSIBILITIES**

- Overall responsibility to ensure that Company standards & regulatory requirements are met with respect to the safe operation of the company facilities. Ensures compliance with applicable federal, state, and local regulations as well as company policies.
- Establish standards for all safety training and documentation requirements for all EH&S training. Ensure that sites establish annual training plans and monitor compliance with those plans
- Develop, implement and maintain general company safety policies and procedures to ensure regulatory compliance and promotion of company objectives
- Develops training policies, programs, and schedules, selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works and conducts training sessions
- Development, implementation, compliance, reporting and monitoring of the Company's safety and health programs

- Investigate injuries and accidents with detailed descriptions, corrective actions, and appropriate disciplinary action and follow through to ensure corrective action is implemented.
- Complete incident reports and all other safety documentation required.
- Implement and maintain a working knowledge of current and pending regulations that may have application to conditions or operations of the facility.
- Identify areas for process improvements based on accidental loss information such as hazard, accident, and incident reports.
- Oversees and maintains day-to-day safety programs at the company's facilities
- Communicate Safety & Health requirements and assist departments in implementing responsive programs, promote and encourage the safe utilization of equipment and facilities
- Manage the EH&S due diligence for all AI Divisions.
- Inspects and tours organization facilities to detect existing or potential safety and health hazards, and recommends corrective or preventative measures.
- Advise management on health and safety issues and recommend ways to improve the safety of our operations
- Follows up with departmental management to ensure that recommendations are implemented as required
- Represents the company to governmental inspectors, insurance companies, and contractors as appropriate.
- Provides and administers training for forklift, confined space, violence in the work place, blood borne pathogen, fire extinguisher, HAZCOM, PSM (process safety management), Lock-out/tag out, CPR, respirator & respirator fit test, hot work, incident/accident.
- Support and assist supervisors in each department with respect to OSHA compliance.
- Compiles, tracks, and submits all required reports to local, state and federal authorities
- Maintains accurate records for all regulatory agencies including OSHA, EPA, etc.
- Responsible to see that lost time and OSHA recordable safety goals are met
- Oversees and maintains day-to-day safety programs at the company's facilities
- Evaluates potential workplace hazards and ensures that ongoing programs/remedies are implemented
- Promotes the safety program and strongly influences employees and management teams throughout the organization
- Monitor site and business unit performance through performance indicators, ensure timely reporting and identify strategies for improvement, where necessary.
- Maintains safety files and records
- Performs other duties as assigned

## **QUALIFICATIONS**

- Bachelor's degree (B.A. /B.S.)
- The ability to work logically and systematically with good time management. Proficient in Microsoft Office.
- Knowledge of A400 system is a plus.

- Post-secondary education in Occupational Health & Safety Management is desired.
- Minimum 10 years experience, preferably in a heavy industrial manufacturing environment.
- Robust knowledge of EH&S and OSHA regulations and a basic understanding of regulations surrounding plant input products in both United States and abroad.
- Well developed decision-making, organizational and project management skills.
- Must have thorough and demonstrated knowledge and experience with federal, state and local regulations.
- Experience in development, organization and implementation of facility-wide, safety programs
- Demonstrated ability to recognize, evaluate, and recommend controls for workplace hazards
- Demonstrated ability to determine training needs, organize and/or conduct training
- Must possess excellent written and oral communication skills with an emphasis on providing outstanding leadership.
- Bilingual English / Spanish read, write, speak is a definite plus.
- Travel is required up to 25%-40% of the time.