



## Job Description

### HSE Representative

Job Code:

Group:

Band: A/B

|                   |      |                 |      |
|-------------------|------|-----------------|------|
| First Level Mgmt  | Date | Human Resources | Date |
| Second Level Mgmt | Date | Other Approval  | Date |

**TITLE:** HSE Representative

**LOCATION:** Home Base: Lake Forest, CA  
Supports: All manufacturing and distribution locations in North America

**REPORTS TO:** Director, Health, Safety & Environmental

**SUPERVISES:** None

**WORKING RELATIONSHIPS:** BDHHI Management, Employees, Engineering, Purchasing, Outside Governmental Agencies and Inspectors, Outside Vendors.

**SUMMARY:** This position supports the site HSE Managers and acts as a consultant and resource to departmental/business teams. It is responsible for the development and implementation of processes/programs that promote and maintain safe, healthy working conditions consistent with BDHHI's production, quality and product delivery goals. The position also has direct responsibility for the management of the HSE programs at the Lake Forest Corporate facility.

#### **MAJOR DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

1. Assists site HSE staff in the development of HSE programs (ISO 14001, ISO 18001) to be implemented. Provide assistance to the site HSE staffs which will include extensive travel and work at individual sites.
2. Actively participates in the design of manufacturing processes to eliminate safety deficiencies. Ensures new and modified equipment and processes comply with safety and ergonomic standards.

## HSE Coordinator

3. Develops, implements and trains employees on procedures to maintain corporate compliance with government regulations and company policies related to air quality, water quality, hazardous waste and hazardous materials.
4. Coordinates and participates on team based site HSE audits.
5. Audits hazardous waste disposal sites as required by Black & Decker Corporation. Completes audit reports in a timely manner and ensures that all finalized reports are available on HHIOne.
6. Actively participates on the HHI Sustainability Team and manages the Lake Forest program.
7. Develops and oversees an aggressive safety program focusing on accident/injury prevention at the Lake Forest site. Ensures compliance with California's Injury, Illness & Prevention Program.
8. Manages a centralized database of corrective actions, HSE metrics and other HSE related databases.
9. Works collaboratively and coordinates projects with employees throughout the Black & Decker Corporation.

### **EMPLOYEE SPECIFICATIONS (MINIMUM QUALIFICATIONS):**

This position requires proficiency with computers, the Microsoft Office suite of software and the Internet. Excellent communication and interpersonal and time management skills are required. Familiarity with environmental and safety management systems is essential to the successful management of HSE responsibilities. The position requires traveling for extended periods (up to 30 days) which may involve 15-20% travel.

### **Education and Work Experience:**

Bachelor's Degree in Safety, Industrial Hygiene or related field or an equivalent level of experience is required. Eligible for certification as an Industrial Hygienist, Safety Professional or Engineer within 3 years is preferred. Basic knowledge of manufacturing processes, warehouse/distribution and workflow, principals of ergonomic workstation design and arrangement, and of Cal-OSHA and OSHA/EPA regulations are required. Zero to 2 years of direct experience working in the field is necessary.

This is an entry level position and is designed to develop future HSE management talent for the organization.



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#### Technical/Functional Competencies:

- Annually must obtain training as required by USEPA/DOT for the handling and labeling of hazardous materials and waste.
- Complete ISO 14001 lead auditor training within the first 90 days of employment.
- Spanish fluency is preferred.

#### Leadership/Cultural Competencies:

Must be able to model BDHHI's Winning Culture values.