

WASHINGTON MILLS

Job Posting: Environmental Health and Safety Coordinator

Washington Mills Hennepin, Inc.
13230 Prairie Industrial Parkway
Hennepin, IL 61327
(815) 925-7302 Ext 251

Company Description

Washington Mills is one of the largest producers of high quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets.

Job Description

The Environmental, Health and Safety Coordinator is responsible for assisting the Corporate Environmental, Health and Safety (EHS) Manager with all aspects of environmental, health and safety at the Hennepin, Illinois facility. The EHS Coordinator must be familiar with all processes and activities throughout the areas of assignment to assist in ensuring compliance with applicable safety, health and environmental regulations. Must be able to demonstrate competency of OSHA CFR 1910 Regulations and interpretations. The EHS Coordinator must be able and capable of organizing implementation of EHS policy and programs with successful sustainable results. The EHS Coordinator must be able to demonstrate a high aptitude of understanding of EHS rules and regulations. In addition, the EHS Coordinator must be flexible and adaptable relative to changing processes, regulations, situations and job demands. The EHS Coordinator under the direction of the Corp. EHS Manager will provide oversight and guidance to implement EHS programs primarily at the Hennepin Illinois facility and support corporate initiatives as directed by the Corp. EHS manager. The EHS coordinator needs to have an elevated degree of initiative required to research the standards, sound decision making required for prioritization, sound creativity skills necessary to keep training sessions interesting and promote employee involvement in EHS programs. Reports to the Corp. EHS Manager but also supports the Plant Manager and site management team.

Essential Functions

- Serves as a resource and an example for all employees relative to EHS procedures, issues, and programs
- Responsible for driving on site corporate safety culture initiatives.
- Administers and assists in implementing any necessary EHS procedures and programs as directed
- Develops/implements or assists with site specific EHS-related training programs
- Investigates or provides oversight for investigating all incidents reported and appropriate follow up and corrective action (with assistance and guidance from the Corp. EHS Manager)
- Assists HR with Workers Compensation reports/claims and ensuring a safe return to work for the employee.
- Responsible for the maintenance of the OSHA 300 log and other applicable internal reporting requirements
- Oversees or assists in overseeing any applicable permits or permit exemptions
- Assists in preparation for internal customer audits
- Oversees management of hazardous and non-hazardous waste in accordance with regulatory requirements
- This includes compliant handling, labeling, manifesting, storage, shipment, disposal, and record keeping, etc.
- Keeps abreast of EHS-related regulatory requirements and participating in applicable training/refreshers, etc.
- Assists with the implementation and maintenance of Washington Mills internal safety program and other safety and environmental initiatives as directed
- Responsible for collecting, maintaining, submitting all site-specific environmental data and reports as required by local, state and federal agencies.
- Serves on the Safety Committee and attend monthly safety committee meetings

- Participates in safety inspection tours, Safety Incentive Program and in Washington Mills Internal EHS Audit program
- Communicates status of safety at Washington Mills Site (Regularly)

Required Skills

- **Educational requirements:** A Bachelor's degree preferred. Ability to demonstrate aptitude for technical ability related to the EHS field. Minimum 2-4 years relevant EHS manufacturing experience preferred.
- **Technical requirements:** Candidate must be able to demonstrate a proficiency in Microsoft Word, Excel, PowerPoint
- **Candidates Abilities:**
 1. Strong aptitude for program creation
 2. Ability to interpret and implement regulations
 3. Ability to enforce policies in a professional manner
 4. Ability to maintain and organize records and documentation electronically
 5. Ability to plan, negotiate, direct, control and monitor others' activities
 6. Some work will be performed in a typical office environment; however, much time will be spent in the facility to monitor processes, gather environmental samples, and conduct audits
 7. Walking and standing necessary to observe and monitor employees/production
 8. Able to manage multiple tasks at once
 9. Ability to prioritize multiple projects
- **Physical Demands**
 1. Able to manipulate up to 50 lb. containers (sampling purposes)
 2. Able to walk and navigate uneven ground conditions daily.
 3. Able to climb ladders and stairs, also bending & stooping is required

Compensation/Benefits

Washington Mills offers a comprehensive and competitive benefit package including:

- Paid at a rate commensurate with experience
- Medical and dental plans heavily subsidized by Company when working thirty hours or more
- Company-paid life insurance
- 401(k) with an employer match and employer discretionary contribution at six months
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave

If interested, please send resume to: Washington Mills Hennepin, Inc. at hennepinjobs@washingtonmills.com

The above statement reflects the general details considered necessary to describe principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.

Dated: 9-25-20

Updated by: D Bissonette

Approved by: N. GATES