



POSITION DESCRIPTION

Job Title: Safety and Compliance Officer
Status: Exempt
Reports To: Director of Business Solutions

POSITION SUMMARY

Safety / Environmental Compliance coordinator works with executives, supervisors and employees to create policies to protect employer property and cause employees to work safe. These safety policies should clearly outline what the expectations of managers, supervisors and employees are regarding safety. His or her duties also include the oversight and management of on-site hazardous waste generating processes, proper storage, disposal, and reporting.

JOB PROFILE

Safety / Environmental Compliance Coordinators are responsible for planning, implementing and overseeing company's employee safety at work. Their main duty is to ensure that the company is complying and adheres to Occupational Health and Safety guidelines to reduce work-related injuries. Other duties; permit compliance reporting, inspecting trucks, equipment, workspaces and products to ensure they are up to safety standards, and providing workplace safety training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works closely with staff, human resources and operations.
- Provides technical safety and health support and information to production and Cal-Waste team members.
- Monitors and develops written safety and health programs and policies.
- Monitors, leads and participates in weekly safety meetings and safety training to optimize message and measure against workplace accidents, injuries, and illnesses.
- Identifies Company training needs, as they develop and coordinates Safety training programs.
- Supports and implements controls to minimize safety and occupational health hazards.

- Reviews injury / illness and non-injury incident investigation reports and follows up if necessary.
- Monitors lost-time injuries / illnesses and workers compensation claims.
- Maintains and develops safety library (e.g., videos, regulations, reference manuals).
- Review's Plant safety committee minutes, safety inspection reports and follows up as necessary.
- Assists as necessary in implementation of a hazardous communication program and preparation of reports.
- Understands federal and state occupational safety and health regulations and monitors regulatory changes as they occur.
- Audits Safety methods and practices of Cal-Waste employees in their operational areas.
- Supports employees by promoting safety and health awareness through internal company memoranda, newsletters and specific training programs.
- Ability to conduct a "Root Cause" analysis.
- Acts appropriately in emergencies.
- Interpret and effectively communicate technical documents such as Job Safety Analysis to workers, visitors and any other appropriate personnel.
- Develop and maintain new employee safety training programs that include all safety topics for the position hired for; train to perform and/or perform new-employee safety orientation using this new-employee orientation prior to their initial commencement of work.
- Supports Good Earth Farms with employee safety training, compliance with Chemical Reporting, Licensed Applicator and Licensed Buyer requirements.
- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS

- Demonstrates broad knowledge of state and federal safety guidelines for the workplace.
- Exhibits knowledge of appropriate emergency protocols.
- Demonstrates familiarity with job site machinery and work processes.
- Possesses strong leadership skills.
- Communicates clearly and effectively.
- Pays close attention to detail.
- Exhibits strong organizational skills.
- Demonstrates a calm and cool head in the event of an emergency.
- Self-motivated, work in a team environment, and maintain good working relationships with customers, managers, supervisors and team members.
- Is consistently at work and on time.
- Be flexible and positive in busy office and field environments.
- Works well with the team.
- Ability to effectively train others

EDUCATION AND EXPERIENCE

- Associates Degree or bachelor's degree in Occupational Health & Safety Management, or related field required. (Years of work experience can be used in place of degree)
- OSHA 30-hour certification required.
- Previous work experience in the Health and Safety field is required.
- Management experience is preferred.

Benefits

Cal-Waste offers a great benefits package to include medical, dental, vision, life insurance, 401(k) employer matching, vacation, sick leave, holidays and a simplified cafeteria plan along with a superior safety program.

Cal-Waste Recovery Systems is an equal opportunity employer.

Please submit your resume to applications@cal-waste.com.