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Title: EHSS Specialist

Location: Northern Indiana

Position Summary: The EHSS Specialist assists the EHSS Manager with all company environmental, health and safety compliance efforts as directed.

Duties and Responsibilities:

- Administers and manages the functional aspects of facility waste disposal program.
- Manages paperwork associated with EHSS programs including proper waste disposal documentation, near miss reports, incident investigation and other records to document compliance with facility permits, corporate requirements and governmental regulations.
- Assists facility EHSS manager with Worker's Compensation/WSIB / Disability Management Program by administering claims management with emphasis on early and safe return to work program, medical management, modified duties requirements, re-employment obligations.
- Ensures that all joint EHSS committee minutes, audits, Near Miss corrective actions are followed up on in a timely fashion.
- Participates in the facility EHSS Audits on an on-going basis.
- Assists EHSS Manager with the performance of all legislative EHS training as outlined in the facility training matrix
- Assists EHSS Manager with follow up on all Accident / Incident reports to ensure that they are completed, investigated and that recommended preventative measures are acted upon.
- Coordinates training Spill Response Awareness Training & Waste Management Training
- Assists departments with spill reporting/processing reports/investigation and ensuring the necessary supplies such as spill kits, first aid supplies and proper training

Education and experience required:

- Bachelor degree (or higher) required in area of discipline
- 3-5 years' Health and Safety experience in a manufacturing facility. Process Safety Management (PSM) experience, a plus.

- Professional communication skills, communicate effectively with individuals and with groups.
- Applicable EHS, environmental and industrial hygiene certifications