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Title: Safety, Health, and Environmental Coordinator

Location: Houston TX

Position Summary: The Safety, Health, and Environmental Coordinator (SHE Coordinator) is primarily responsible for advising the Director of SH&E, as well as other key members of the SH&E community, of applicable safety, regulatory and legal requirements. This position will be responsible for standards and functions to reduce and prevent employee injuries, accidents, occupational illnesses and exposure to long-term health hazards, as well as reducing the environmental aspects and impacts associated with the company's operations. The prime objective is to protect and enhance the safety of our employees and our facilities operations environmental footprint and achieving best in class performance through prevention and promoting a culture where safety, health, and environment are a core value.

Duties and Responsibilities:

- Maintain document control and training of SH&E procedures
- Maintain master records for compliance purposes
- Prepare and conduct monthly SH&E global calls
- Prepare a compliance calendar for all required activities and reporting obligations
- Conduct sit audits annually and providing documented feedback with action items
- Develop training requirements for employees and contractors
- Act as the liaison for workers compensation case management with insurance providers and factory management
- Understand all requirements under the facility's environmental permits and communicating such requirements to facility management
- Develop, complete and file all necessary documentation and/or reports in accordance with applicable reporting and record keeping requirements
- Identify, participate in and/or lead agency inspection response requirements
- Understand solid and hazardous waste laws and regulations applicable to the facility's wastes, identifying hazardous and non-hazardous wastes, and ensuring the proper management and disposal of such wastes
- Lead, foster, and develop a culture where safety, health and environment are engrained as a core value with all employees and

- where everyone is actively engaged in working safely and preventing at-risk behaviors.
- Partner with plant leadership teams to drive SHE performance improvement.
 - Ensure sites maintain continuous compliance with company SHE policies and procedures as well as applicable local, state, and federal regulatory requirements.
 - Drive key effective, sustainable implementation of SHE initiatives, strategies, programs, and procedures via hands-on leadership, coaching, and team work.
 - Prepare reports and maintain records. Collect data to produce trends and metrics.
 - Participate in plant Safety Committee meetings, Root Cause Analysis', and other relevant safety activities.
 - Participate in and administer weekly, monthly, quarterly or annual inspections / audits to discover potential gaps in our safety and environmental system and correct them in a judicious manner.
 - Build and deliver required training.
 - Stay abreast of the latest changes, updates and additions to Federal and State safety and environmental laws, rules and regulations, ensuring that influences towards the Company arising from such changes, updates and additions are reflected in our trainings, policies, procedures and written plans.
 - Complete reporting documents required by local, state and federal government and associated agencies, and ensure timely payment of fees and other lawfully required monetary disbursements.

Education and other requirements:

- Bachelor's degree in Occupational/Environmental Health and Safety, Environmental Engineering or related degree from an accredited institution.
- Employees must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.
- 3-5 years minimum experience employed full-time, as a direct employee, in a heavy manufacturing setting.
- Professional safety and/or health certifications (CSP, CIH, ASP) strongly desired.
- Prefer demonstrated proficiency in program development, incident investigation, root-cause analysis, and driving continuous improvement.

Knowledge & Skills:

- The ability to disseminate applicable company policies and procedures as well as laws and regulations to Team Members not familiar with such.
- Possess the skill and resourcefulness to successfully present to and train Team Members on all levels. Must have the ability to impart principles of safety to any Team Member, in a way that the training is understood, with

the desired results demonstrated through the safe actions and behaviors of recipients.

- Must have creativity to utilize internal and cost-efficient resources to accomplish goals and initiatives.
- Ability to work independently but also ability to work with all levels of the organization.
- The ability to fluently read, write and speak English. Spanish a plus.
- Strong knowledge of safety principles.
- Proficiency in Microsoft Office suite.
- Ability and willingness to travel as needed. Working in a geographical region which may include several sites, travel to each site on a regular basis is required. Periodic overnight travel to sites outside of the region is also required.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock when in the operations or laboratory areas.