



Position Title: Safety Officer

Reports To: Purchasing and Project Manager

FLSA: Non-Exempt

### **General Summary:**

The **ecomaine** Safety Officer is responsible for planning, implementing, and overseeing employee safety at each of the company's three facilities – Waste-to-Energy Power Plant, Single Sort Recycling Facility, and Landfill. The main duty is to ensure that **ecomaine** is complying with and adheres to Occupational Health and Safety (OSHA CFR 1910 General Industry, DOT, DOL & **ecomaine's** safety management system) regulations and guidelines.

Responsible for facilitating compliance with occupational health and safety standards and guidelines across all three **ecomaine** facilities. The successful candidate's main responsibility will be to ensure a safe working environment, reduce risks, hazards and prevent any injuries and accidents at all **ecomaine** facilities.

### **Essential Job Functions:**

- Implements Occupational Health and Safety (OHS) & Management System safety policies and programs, participate in program audits.
- Develop a hands-on approach to safety; this will require outside-of-the-office field work that brings the Safety Officer directly into employees' workspaces for direct contact and oversight.
- Work directly with site managers, department heads or their designees on safety-related topics to help make safety a part of every decision, in promoting safety throughout all **ecomaine** facilities at all levels.
- Provide safety oversight for all contract work being performed at any **ecomaine** facility. Assists Purchasing & Projects with advice on project specific safety concerns during bid preparation.
- Develop and manage an ongoing safety training program and ensure all staff are up to date and knowledgeable about the safety program and procedures required to perform their job functions; this will include the development of compliance-related educational seminars, webinars, and trainings on a regular basis.

- Stay current with all new and existing safety rules and regulation in the industry. Review and update existing safety policies and procedures as required to maintain compliance with federal, state and **ecomaine** safety management systems.
- Perform routine and non-routine facility and equipment safety inspections and assessments to include program audits such as: LOTO permitting, Confined Space permitting, Hot Work permits, & Fire Prevention Systems. This should also incorporate facility safety program testing such as: noise monitoring, air monitoring, quarterly sprinkler testing, annual fire pump capacity testing, & annual fire alarm system testing.
- Review and update JSA's, Facility Safety Manuals, Safety Data Sheets, LOTO permits & procedures.
- Work with HR and Facility Managers to ensure completion of a documented new employee safety orientation process and updating existing employee training records
- Manage employee health monitoring screenings assessments such as Respiratory, Lead & Cadmium blood draws, Audiograms, & Employee Physical Assessments (return to work). To include maintaining safety records for training, medical surveillance, incidents, accidents, near misses, safety correspondence and notices.
- Investigate accidents as a member of the accident investigation team and serve as lead investigator in certain instances. Review incidents/accidents and violations and determine root causes and provide recommendations for solutions. Ensuring accident reports, compliance records, and other safety documents are complete, updated, stored properly, and readily available for inspection.
- Organize and serve as Chair of the Safety Committee meeting.
- Review OSHA logs and provide analysis along with feedback of safety compliance and company safety trends.
- Assist in safety oversight for workplace repairs, installations, and any other work that could harm employees. Knowledge and use of the work order system is required.
- Observes and audits employee's and manager's performance regarding safety.
- Corresponds with customers and stakeholders regarding safety at the **ecomaine** facilities.
- Responds to all safety-related emergencies.
- Establish a cordial and professional working relationship with employees.

### **Skills/Experience/Training Required:**

- Experience: Minimum of three (3) years of safety-related experience, or any equivalent combination of education, skills, and work experience.
- Education: Minimum associate degree with bachelor's preferred, Knowledge of OSHA CFR's standards and procedures
- Must possess and maintain a valid State of Maine Class C Driver's License and must have reliable transportation for work-day transportation between buildings and locations when company vehicle not available.
- Excellent knowledge of potentially hazardous materials or practices
- Experience with writing policies and procedures for health and safety
- Familiarity with conducting data analysis and reporting statistics

- Knowledge of OSHA 300 logs and reporting procedures
- Solid technical skills, knowledge of software systems such as Microsoft Office Suite
- Working knowledge of safety management information systems such as ISO 45001
- Outstanding organizational skills with good time-management skills Critical thinker and problem-solving skills
- Great interpersonal and communication skills with the ability to work in a team environment and maintain effective working relationships with other employees; be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.
- Must be able to perform safety training classes and seminars.
- Certificate in occupational health and safety desired.

### **Working Conditions/Physical Demands:**

- Work involves walking; talking; hearing; using hands to handle, feel, or operate objects, tools, or controls; and reaching with hands and arms.
- Reach with both arms and hands; stoop, kneel, crouch, or crawl.
- Sit; climb or balance; taste and smell.
- Regularly lift and carry up to twenty-five (25) pounds.
- Frequently lift and/or move up to fifty (50) pounds.
- Occasionally push pull and/or move up to one hundred pounds in an emergency.
- Full range of body motion, to include bending at the waist and full use of upper and lower extremities and back muscles.
- Accurate depth perception, as well as near/far vision of 20/40, uncorrected or corrected, and the ability to distinguish colors.
- Combination of indoor office environment, outside and inside buildings, structures, and facilities.
- Occasionally exposed to heights, fumes, adverse weather conditions, or airborne particles.
- The noise level in the work environment is low to moderate but may be loud depending on the situation.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, **ecomaine** reserves the right to modify, add or remove duties and assign other duties, as necessary.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed here) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis. **ecomaine** is an equal opportunity employer.