

Job Description

Job Title: Environmental Health & Safety Intern
FLSA Status: Exempt
Department: Operations
Reports to: Continuous Improvement Manager
Terms: Temporary – Spring 2019 (~20hrs/week), Summer 2019 (~40hrs/week), and/or Fall 2019 (~20hrs/week)

Summary:

Ensuring a safe environment for all employees and visitors to our facility is the highest priority. As we continue to evolve our safety program, we are seeking the assistance of a dynamic, organized, self-starter with a passion for safety to achieve excellence in this area.

Position requires locating to Phoenix, AZ for duration of assignment.

2019 assignment will likely focus on development/modification and/or deployment of the following programs:

- Incident Accident Investigation/Reporting
- Personal Protective Equipment
- Emergency Action Plan
- Bloodborne Pathogens
- Fire Safety
- Machine Guarding
- Powered Industrial Trucks
- Hazard Communication

Essential Duties and Responsibilities:

To perform this job successfully, an individual must leverage classroom-learned theories under the direction of a full-time professional to serve as an environmental health & safety practitioner.

Broad familiarity and understanding of OSHA regulations, specifically 29 CFR 1910 and developing programs to assure compliance. Ability to located read, interpret, and implement compliance measures to ASTM, NFPA, ANSI, RCRA, ISO 9001, ISO 140001, Clean Air Act, Clean Water Act, HSWA, DOT and other EH&S-related standards and regulations.

Plan, design, and implement safety processes in manufacturing and office work areas including integrating a sustainment plan continuing beyond the duration of assignment.

Serve as an active member and administrator of the EH&S Committee.

Strong communication, teamwork, analysis, judgement, and customer focus skills.

Ability to maintain confidentiality in matters involving security and/or personnel issues.

Train and educate employees in all aspects of safety in a classroom setting, on the manufacturing floor, and in office settings.

Ensure that implemented safety principles and tools are understood, can effectively explain principles and tools to all levels of the organization.

Able to analyze processes/work flows and recommend machinery, hand tools, process improvements, and/or procedures to improve safety.

Assist CI Manager with leading and scheduling safety training and tool roll-out. Ability to effectively lead events and training sessions is highly desired.

Assist with accident investigation, root cause analysis, and corrective action.

Conform with the organizations ISO 9001 & 14001 requirements.

Other duties may be assigned as required.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English. Ability to write routine reports and correspondence in English. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

At a minimum, an intermediate working knowledge of Microsoft Office tools.

Other Skills

Ability to use basic hand and machine tools. Theory-based understanding of accident investigation and root cause analysis. Analytical ability to identify trends in accident/incident/reporting data. Theory-based understanding of conducting PPE Hazard Assessments, Job Safety Analyses, Job Hazard Analyses, Risk Assessment, and machine/process evaluation for potential safety concerns.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the functions of this position, the employee is frequently required to sit, climb or balance, stand, walk, stoop and kneel; use hands, reach with hands and arms; communicate clearly and effectively. The employee is frequently required to lift up to 25 pounds and occasionally up to 35 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this position.

The noise level in the shop environment is usually moderate to loud.

While performing the duties of this position the employee is occasionally required to work in wet or humid conditions, around toxic or caustic chemicals, in outdoor weather conditions, with risk of electric shock, and around vibration. The employee is also frequently near moving mechanical parts and fumes of airborne particles.

Education and/or Experience:

Preferred: Active enrollment in a graduate-level safety, health, industrial/organizational psychology or industrial hygiene-related degree program.

Minimum: Active enrollment in a bachelors-level safety, health, industrial/organizational psychology or industrial hygiene-related degree program AND a least 6 months of practical experience.

Disclaimer:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.

I have read and understand the above job description. I acknowledge my obligation to read and understand its contents and further acknowledge and agree that it is intended to provide an overview of the position and does not necessarily represent all of the duties and standards of the position.

Employee – Print Name

Date

Employee – Signature

EMS/OEM Representative – Print Name

Date

EMS/OEM Representative – Signature