

POSITION GUIDE

POSITION TITLE: SAFETY AND ENVIRONMENTAL COORDINATOR

FUNCTION: Responsible for utility-wide safety and environmental control, compliance, training, reporting and record retention.

MAJOR SEGMENTS OF POSITION:

1. Compliance and Reporting

- Keeps abreast and up to date on current, new and pending regulations and laws pertaining to safety and loss control, and environmental and regulatory requirements
- Interprets state and federal regulations
- Ensures appropriate and required documentation is maintained in accordance with OSHA and other federal, state and applicable laws, procedures and policies
- Participates in professional organizations related to occupational health and safety
- Tracks employee safety training and licensing requirements
- Maintains all appropriate safety signage within HPU facilities and for use by outside crews
- Responsible for overall compliance of contract personnel with regard to safety and environmental standards
- Coordinates all efforts to insure Utility environmental compliance
- Administers all Utility operating permits (NPDES, SWPPP, Air Quality, etc.) and insures compliance with such
- Plans, directs and coordinates all necessary testing activities and reports required by Utility permits, US EPA, MPCA and other environmental agencies
- Prepares and submits all applicable workplace injury, safety, environmental and regulatory reports as required by federal and state agencies
- Ensures maintenance of current and accurate log books, daily reports required for power generation reports required by FERC, Public Service Commission, Energy Information Administration, and similar agencies. Coordinates these activities with Director of Power Production
- Schedules workplace evaluations for noise, mold, etc. levels
- Ensures appropriate standards are met when purchasing safety and environmental products
- Responsible for compliance of managers and supervisors in all aspects of safety and environmental compliance
- Maintains first-aid kit supplies, fire extinguishers, and other related supplies and programs

2. Policies

- Develops and revises general safety and environmental policies and procedures to be followed by utility employees in compliance with local, state, and federal rules and regulations to include Right-To-Know, the AWAIR program, Office of Pipeline Safety, and ADA
- Develops safety incentive and motivation programs
- Assists managers and supervisors in enforcing safety policies and procedures

3. Training

- Provides a general safety orientation to all new employees including summer students
- Coordinates annual HPU-wide safety training sessions on OSHA, AWAIR, Right-to-Know, etc
- Coordinates first aid training
- Trains managers and supervisors in their safety responsibilities
- Consults with all departments on design and use of equipment, shops, fire prevention and safety program Consults with managers and supervisors to determine training needs such as backhoe, forklift, etc.
- Coordinates training sessions with technical and professional courses offered by community schools or vendors
- Conducts utility education sessions with the public
- Keeps managers and employees alerted as to the hazards of working with toxic fumes, dangerous chemicals, and any other hazardous substances and maintains MSDS records.
- Maintains safety and personnel skills training files and records
- Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials and reference works
- Organizes and develops training manuals, reference library, and testing and evaluation procedures
- Contact person for employee safety and environmental concerns

4. Personal Protective Equipment

- Coordinates and maintains personal protective equipment and testing program
- Reviews and approves employee requests for safety glasses, steel-toe boots, and fire resistant clothing
- Performs appropriate audits and reviews of PPE with all crews and managers
- Evaluates workplace and job sites for PPE needs

5. Investigation

- Inspects or tours facilities regularly to detect existing or potential accident and health hazards, as well as building security issues, and recommends corrective or preventative measures where indicated
- Conducts regular tours of all facilities and work sites to monitor employee safety compliance
- Accompanies outside safety inspectors and consultants on tours of the facilities
- Follows up on recommendations generated by outside safety inspectors and consultants
- Determines the need for surveys by specialists, such as fire protection engineers, industrial hygienists and ergonomists
- Studies hazards of proposed facilities and operations
- Investigates and makes necessary reports involving vehicle accidents, work related incidents, and personal and public liability accidents in coordination with appropriate management and departmental personnel
- Assists Human Resources staff in administering workers' compensation program, including return to work scheduling and evaluation
- Works with personnel to assure safe placement and job assignment

6. Safety Committee

- Permanent member of Safety Committee
- Provides reports and other necessary materials to Safety Committee

7. Employee Health

- Schedules pulmonary, hearing, and respirator fit testing and reviews test results for need for follow-up testing and special needs of employees
- Coordinates Utility drug testing program including policy development in accordance with all application law and regulations, scheduling random testing, review of results and follow-up if necessary

8. Environmental Responsibility

- Coordinates waste disposal and recycling programs
- Works with crews and managers to increase and promote environmental awareness
- Contact person for residential environmental complaints

9. Emergency Preparedness

- Plans and prepares for natural and “manmade” disasters
- Coordinates utility efforts for pandemic preparedness

10. Other Duties as Assigned

- Operates within established budgets
- Prepare and adhere to budget for area. Seek and implement cost reduction efforts
- Administers the current labor agreement and represents the Utility in applicable first step grievance procedures.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: General Manager

MINIMUM QUALIFICATIONS:

Educational

Bachelor of Science Degree in Environmental Science, Safety Management or Associate Degree and three years of safety/environmental experience or five years of safety/environmental or regulatory experience in a utility setting.

Knowledge

Thorough familiarization with EPA, MPCA, OSHA, MNOPS, and other regulatory agencies relevant to utility operations.

Licensing/Certification

Must obtain all required licensing and/or certificates necessary to handle hazardous materials and products used, or generated by the Utility. Must be a certified safety professional.