EHS Specialist (part-time)
Ritchie Engineering Company, Inc. has been a leading worldwide supplier of U.S. designed and manufactured tools and equipment for the HVAC/R and automotive industries for almost 70 years. Our Yellow Jacket® brand has set the industry standard in hoses, tools, refrigeration gauges, manifolds, HVAC vacuum pumps and refrigerant recovery machines.

POSITION SUMMARY:
Plans, implements, and coordinates sound safety policies and procedures designed to prevent, reduce, and/or eliminate occupational injuries, illnesses, as well as vehicular and liability injury or property damage incidents, and related financial losses. Ensures that the workplace is compliant with federal, state, and local OSHA regulations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

RESPONSIBILITIES/DUTIES:
1. Ensures that company follows federal, state, and OSHA regulations. Keeps up to date of all regulations and standards.
2. Manages OSHA reporting requirements by completing required documentation (Form 300 and 300A)
3. Conducts incident investigations to identify root causes. Prepares incident reports and ensures that they are maintained.
4. Conducts job safety audits and inspections to identify hazards. Evaluates hazards and determines the extent of injuries and potential losses that can result.
5. Identifies, recommends, and implements changes and improvements in safety practices to reduce/eliminate hazards and incidents
6. Coordinates OSHA inspections and resolves citations.
7. Identifies procedures to evaluate the effectiveness of existing safety programs and determines and implements appropriate modifications.
8. Compiles, analyzes, and interprets statistical data related to the organization’s occupational illnesses, injuries, and liability incidents.
9. Understands and observes all safety procedures and practices and ensures that employees observe all safety procedures and practices to prevent injuries or damage and solicits recommended changes to improve safety procedures.
10. Identify training needs and opportunities. Assist in development of training curriculum and materials. Lead training and conduct train-the-trainer sessions.
12. Write annual safety plan and periodically review written safety programs
13. Other duties may be assigned.

EDUCATION/EXPERIENCE DESIRED:
Minimum of 2 years’ experience in Safety related field

SPECIFIC KNOWLEDGE, SKILLS, LICENSES, CERTIFICATIONS, ETC:
1. Able to speak clearly and distinctly. Excellent reading, verbal, and written communication skills
2. Skill in establishing and maintaining effective working relationships
3. Ability to carry out instructions furnished in written, oral, or diagrammatic form
4. Basic mathematical skills
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
6. Must have an absolute commitment and passion for the Zero Injuries Philosophy, and the ability to integrate safety and operations
7. Strong knowledge of federal, state, and local regulations and OSHA standards as well as risk administration
8. Preferred Certifications: Safety and Health Certification, CPR/First Aid Facilitator Certificate, and OSHA 30 Hour training.