



9049 Tyler Blvd.
Mentor, Ohio 44060
Ph. (440) 974-8888
www.buyersproducts.com

Environmental Health and Safety Coordinator

Buyers Products company, a leading manufacturer in the Work Truck Industry, is searching for an EHS Coordinator that will provide full time environmental health and safety support to the operations in the Mentor locations and report directly to the EHS manager. This position will ensure that all practices are following any compliance guidelines and requirements. The position will be responsible for coordinating regulatory programs and its permitting applications. This position will Lead and manage facility Risk Assessment, JSA, PPE assessment, ergo assessment, MOC and Machine Guarding assessment processes.

Primary Job Duties:

- Practice safe working techniques and re-enforce the safety policies, guidelines, and procedures as set out by the Company.
- Provide daily guidance and direction in EHS programs at the employee / supervisor level to ensure a common and effective approach.
- Responsible for assisting in the identification of possible losses; evaluating the risk in such loss exposure; developing and implementing a plan to correct or prevent a loss and audit the plan to Maintain and update as needed SOP's for all safe work practices and equipment and utilize them in the day to day training.
- Provide advice, assist, and audit line management to ensure that effective EHS is implemented and working. Perform and contribute to the company by conducting employee orientations; emergency response training; and coordination of any training modules needed.
- Ensure inspections by regulatory agencies are coordinated and deficiencies minimized and corrected. Maintain all logs and documentation associated with permits and regulatory requirements.
- Assist with maintaining the Site Preparedness and Emergency Plans & Procedures.
- Responsible for coordinating regulatory programs and its applications and help support the compliance process, supporting and providing relief for the environmental department.
- Accountable for researching and writing permit applications and work with environmental group and be compliant in completing permit reporting requirements.
- Review accidents and incidents which occur in responsibility and conduct field audits, reporting and managing the corrective actions.
- Maintain filing systems regarding worker training and safety and facilitating the onsite safety committee team.
- Manage Team Base Risk Assessments and the process and regularly conduct training needs analysis.
- Lead the Emergency Response Team and comply with all Company policies and procedures.

Skills/ Experience:

- Minimum of one year experience in Environmental Health and Safety role. Previous manufacturing setting role.
- Intermediate computer skills (e.g. MS Office including Excel and Word) are essential. Excellent written and verbal skills
- Team player and able to build and maintain relationships both internal and external
- Flexible to change and open to constructive feedback
- Strong written and verbal communication skills
- Strong organizational and interpersonal skills
- Able to work independently with minimal supervision



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Education Background:

- Bachelor's degree in an Environmental Health and Safety or similar discipline
- At least 1 year of experience or a combo of education and experience will be considered

Physical Requirements and Work Environment:

- Mobility and dexterity to move around office settings including accessing file cabinets or storage and navigating to different workstations.
- Must be able to remain stationary for extended periods of time and engage in some repetitive motion.
- Standing, walking and sitting for extended periods of time.
- Mobility and dexterity to move around operating machinery and powered industrial equipment

About Buyers Products Company

Established in 1946, Buyers Products Company has grown to become a leading manufacturer in the work truck industry. Buyers Products specializes in durable truck boxes, heavy duty towing equipment, hydraulics, controls, and all-season trailer accessories. The Buyers line of snow and ice equipment includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. For more information, visit www.buyersproducts.com.