



Health & Safety Manager

Division: POET Plant Management

FLSA Status: Exempt

SUMMARY

The Health and Safety Manager is responsible for designing and overseeing programs that help ensure a safe working environment for all POET Team members. Additionally, the Health & Safety Manager is responsible for assisting POET Biorefineries with analyzing, troubleshooting, and resolving potential problems with plant operations relating to health and safety. The Health & Safety Manager must be able to effectively work in a team environment both on site with the operations group as well as with contacts at the managed plants. This position reports to a Regional Vice President of Operations.

ESSENTIAL FUNCTIONS

Health and Safety

1. Intimately familiar with general industry OSHA regulations, including process safety management.
2. Remain current with applicable federal, state, and local government requirements and programs and review plant programs to assure that plants are in compliance with all governmental regulations and that all applicable reports are complete.
3. Develop and oversee health and safety compliance review (audit) strategies.
4. Be able to communicate and present Safety Programs at various organizational levels.
5. Facilitate the updating or development of Safety Programs, including data collection, testing and reporting requirements.
6. Organize, oversee and/or ensure the training of applicable POET personnel on the health and safety programs at multiple POET Biorefining locations.
7. Take the lead in safety compliance audits, plant inspections, safety reviews, PSM/RMP, and other activities as needed throughout the facility.
8. Oversee the Work to Live (Behavior Based Safety) program, including the development of a road map to lead a safety culture revolution.
9. Collect data, ensure accuracy, maintain records documenting training, and manage filing systems for health and safety.
10. Analyze data to determine areas of improvement. Develop and present targeted programs to address these areas.
11. Organize and maintain documentation, filing and verification system for all health and safety programs.
12. Assist POET Design and Construction with safety related to construction activities at POET Biorefineries.
13. Travel to managed plants will be required for meetings, site visits/audits, incident investigation, and training.
14. Travel may also be required to attend conferences and/or meetings with local/state/federal regulatory agencies.

Leadership

1. Mentor, guide, and provide technical advice to the management team on safety initiatives and safety regulations impacting the business.
2. Coach the EHS Specialists, including the utilization of the Senior EHS Specialists as regional staff for assessing, creating, aligning, implementing, updating and reviewing safety programs.
3. Facilitate communication between departments within POET and multiple POET Biorefining locations to maintain an effective teamwork environment.
4. Foster a culture of safe behavior and compliance with safety requirements at all times.
5. Effectively manages team by recruiting, selecting, orienting and training team members.
6. Leadership responsibilities also include delegation, coaching and performance management and career development.
7. Effectively develop and execute health and safety strategies and support company objectives.
8. Maintain a team environment at all times and champion POET in the community.
9. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:

- Bachelor's Degree in Health & Safety Management or related field is required.
- At least 8 years of health and safety experience required. Including:
 - Process Safety Management (PSM) Experience
 - Demonstrated BBS influential leadership skills that have shifted culture of facilities, related to EHS views
 - Documented presentation/facilitation skills and experience with both small and large groups
 - Multi-facility operations experience
- Certified Safety Professional/Graduate Safety Professional or Associate Safety Professional certifications preferred.
- Completed professional development; OSHA General Industry 30-Hour, DOT Hazmat Transportation, OSHA Construction 10-hour, 24 hour HAZWOPER, and HAZWOPER Train-The-Trainer; or equivalent courses or the ability to complete within six months.
- Workers' Compensation administration experience preferred.
- Team member must demonstrate proficient filing, documentation, record keeping and organizational skills.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements in all work environments. This position operates in multiple work environments, including a plant environment, a laboratory environment, as well as an office environment. In the office, the team member will work on a personal computer. In the plant environment, the team member may be exposed to noise, heat, and other elements both inside and outside. While performing the duties of this position, the team member will be exposed to moving, mechanical parts, dusty conditions, high noise levels, internal and external temperature/weather conditions, and exposed to chemicals.

Overnight travel will be required about 25% of the hours worked.

Specific physical requirements include:

- Occasionally lifting weights up to sixty (60) pounds.
- Climbing several flights of stairs and ladders.
- Occasionally bending, twisting, and turning while lifting weights of less than fifty (50) pounds.
- Sitting for approximately 90% of the time while working on a personal computer.
- Walking of two (2) or more miles per day.
- Pushing brooms, shovels, etc.
- Working at heights, in confined spaces, and at temperatures from -20 to +100 degrees.
- Standing for extended periods of time.
- Performing mechanical repair/maintenance of equipment.
- Using hand and power tools.
- Wearing PPE.