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# Example of Environmental Health & Safety Coordinator Job Description

Our growing company is looking for an environmental health & safety coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for environmental health & safety coordinator

* Prepares summaries, inspection forms, interpretations, for gas operations on the requirements of new or existing OSHA, EPA, DOT or other regulations
* Serves as the Site Administrator for Celanese Learning
* Serves at the ICAP tracking database Site Administrator
* Administers the SIP (Safety Integration Program)
* Maintains RegAction (Regulatory Action Item Tracking Database)
* Organizes and meets the requests and orders from department personnel in a consistent and timely basis, with little to no specific instruction
* Provide first aid for minor injuries and coordinate prompt medical attention for more serious injuries
* Conduct accident investigations, manage worker’s compensation process, and return to work program
* Communicate EH&S related requirements and expectations to other departments and personnel to ensure regulatory compliance and a safe work environment
* Properly respond to day-to-day EH&S related issues in a timely and efficient manner

## Qualifications for environmental health & safety coordinator

* Industry recognized certification such as
* Lead in a manufacturing environment with emphasis on industrial hygiene activities and environmental, health and safety program management
* Communicate and build work-related organizational relationships
* Occupational Safety & Health and/or Environmental Bachelor’s degree preferred, high school diploma or equivalency required
* Ability to implement process improvements in a collaborative manner
* Strong ability to work cross-functionally, within EHS effectively & efficiently