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# Example of Environmental Health & Safety Coordinator Job Description

Our growing company is hiring for an environmental health & safety coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for environmental health & safety coordinator

* Lead site cross functional safety committee
* Conducts inspections and tests planned to provide experience and familiarity with company operations, specific safety/health issues and regulations, specific environment issues and regulations, and company best practices
* Ensures compliance with all corporate and government EHS regulations
* Trains and motivates people in environmental, health and safety practices and behaviors
* Identifies problem areas and works on process improvements
* Collects, tracks, reports and analyzes the site's key EHS performance data and metrics
* Reports on aspects of the health and safety management system to the Human Resources Leader and the management team
* Ensures that all team members are trained and competent in conjunction with their job requirements
* Supports claims management of WSIB claims including submissions, correspondence, and liaison with the Worker’s Safety and Insurance Board
* Assists with coordinating the return-to-work program for employees by working in cooperation with the employee, HR, the department leader, the employee’s medical practitioners and WSIB

## Qualifications for environmental health & safety coordinator

* Minimum of 5 years’ experience in human safety, environmental/regulatory compliance
* Self-driven, analytical and structured work style
* Outgoing, good in engaging/motivating others
* Thorough and reliable
* Minimum of 3 years' experience working as a receptionist or secretary to senior level executives is desired
* Specialized secretarial skills training with proficiency in Word, Excel, Power Point, Publisher, Adobe and Outlook, proper document preparation and formatting, and general business protocol