Downloaded from <https://www.velvetjobs.com/job-descriptions/environmental-health-safety-technician>

# Example of Environmental Health & Safety Technician Job Description

Our innovative and growing company is looking to fill the role of environmental health & safety technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for environmental health & safety technician

* Work alongside with the occupational health regent to assess EHS related issues, analyze and qualify drills
* Go into task tracking database and complete tasks that are due Work with operations teams to troubleshoot safety or environmental incidents or issues Complete regulatory inspections
* Liaise with the Ministry of Labour, Workplace Safety and Insurance Board and other government agencies, as required
* Review the Workplace Safety Insurance Board (WSIB) claims to make recommendations to minimize time of work and maximize the safe return to work program in conjunction with HR
* Develop, implement and monitor health and safety policies and procedures of the facility
* Provide safety training to all managers/supervisors, employees, and Joint Health and Safety Committee, regarding their duties responsibilities
* Review safety statistics, conduct trend analysis and make recommendations for continual improvements
* Conduct as required workplace inspections, facility audits and provide a corrective/prevention action plan complete with responsibilities and timelines
* Conduct job hazard analysis and ergonomic assessments
* Report all incidents, near miss, and hazard id’s into the incident management database and determine corrective actions

## Qualifications for environmental health & safety technician

* Perform general office duties to include filing, copying, and other required administrative work
* List of all the skills required (education, technical and soft skills) required to be successful in the position
* Manage contractors that perform facilities related task at the site
* Manage work request and preventative/predictive maintenance system and activities
* Seek productivity opportunities within the EHS and Facilities operations
* Manage all vendor Purchase Orders and Invoices to ensure timely payment