

EHS/Facilities Supervisor

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|--------------------|--------------------------|
| Reports To | Director of Operations |
| Department | Operations |
| FLSA Status | Non-Exempt |
| EEO Classification | Operative (Semi-Skilled) |

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

The Environmental Health & Safety (EHS)/Facilities Supervisor is responsible for facilitating the development and implementation of the company EHS Programs, and to strategically direct these programs towards continuous improvement. This individual is also responsible for providing clear direction, feedback within the IFH Group Facility wellness, along with overall site responsibility regarding Safety and Environmental.

This position requires a good working knowledge of EHS Regulation and associated company policies and procedures; as well as considerable judgment in deciphering regulation and developing the best processes to effectively comply with these requirements.

Coach employees by directing and mentoring employees to expand EHS knowledge, skills, and ability.

General Description

This position requires the ability lead the IFH Group team in Environmental, Health, Safety, and Facilities at the Rock Falls, IL site. This includes being proactive in all aspects of Safety, working collaboratively with our vendors understanding environmental hazard, and maintaining a safe operation inside and outside of the facility.

Principal Accountabilities:

Safety

- Provide strategic direction to the organization regarding the best path to continual Safety improvement and direct the institution of key practices.
- Directs, supervises, and administers the facilities safety program, including, the development and auditing of safe work practices, policies, and control measures.
- Facilitate continuous safety improvement utilizing tools that assess hazards and prioritize actions to mitigate these hazards based on overall risk.
- Direct actions and institute processes that ensure facility compliance with all applicable federal, state, and municipal health and safety standards, and ensure all open corrective or preventative actions designed to maintain or exceed compliance are resolved in a timely fashion.
- Develop and oversee the Industrial Hygiene Sampling plan/ process and ensure plan is managed as

required. Analyze data to ensure exposures are accurately identified and develop action plan to eliminate or reduce exposures.

- Direct and strategically grow the onsite Safety culture, with an emphasis on employee involvement and continual improvement.
- Work closely and collaboratively with operations departments to develop and institute compliance actions and best practices.
- Collaborate with Human Resources accident investigations for significant work-related accident or near misses.
- Responsible for implementation of OSHA Workplace Safety Standards and Directives and keeping up to date with these and other standards.
- Represents the company interests during OSHA Inspections and/ or external agency communication.

Environmental:

- Ensure the IFH Facility remains in continuous compliance with governmental environmental regulations, policies, and permits, and institute best practices to minimize the risk of non-compliance using continuous improvement processes.
- Timely and accurately complete and submit appropriate governmental reports, permit applications and other documentation requirements. Successfully negotiate Permit renewal processes in the best interest of the Company; decipher and collaboratively develop and institute process to comply with requirements of the Permit
- Company liaison for EHS related external communications or Agency Inspections.
- Direct the safe and environmentally conscious handling and storage of byproducts and hazardous waste materials.
- Educate local management on current and new regulatory aspects impacting the operation and work collaboratively to ensure measure are instituted to ensure compliance.
- Develop, institute, and maintain the facilities EHS Management Systems, and Serve as the Environmental Management Representative at IFH.
- Work closely and collaboratively with operations departments to develop and institute compliance actions and best practices.

Facilities:

- Oversees building and grounds maintenance.
- Ensures security and emergency preparedness procedures are implemented properly.
- Ensures that the facility is clean and maintained according to company policy and procedures.
- Manages and reviews service contracts.
- Conducts and documents regular facilities inspections.
- Checks completed work by vendors and contractors.
- Recommends maintenance, mechanical, electrical, and facility modifications.
- Communicates workplace safety precautions to employees.
- Forecasts, allocates, and supervises the financial and physical resources of the facility management.

Essential Duties

| | Duties | Frequency |
|---|--|-----------|
| 1 | Excellent working knowledge of Federal, State, Local safety and health regulatory standards and codes, including OSHA General Industry, as well as applicable ASME, ANSI, NEMA, NFPA, AND NEC Codes. | 100% |
| 2 | Experience in development and implementation of EHS Policies and Procedures. | 100% |

| | | |
|---|--|------|
| 3 | Experience in the development and presentation of EHS training programs. | 100% |
| 4 | Effectively execute tasks as assigned in a multifunctional work environment. | 100% |
| 5 | Computer proficiency (Microsoft programs-Outlook, Word, Excel, PowerPoint), EDI, Internet. | 75% |
| 6 | Interact with various levels within company on projects and share information as required. | 100% |
| 7 | Follow all company policies, procedures and safety rules. | 100% |
| 8 | Must be able to prioritize and multi-task in the face of many responsibilities and duties. | 100% |
| 9 | Perform other duties as assigned. | 100% |

Minimum Experience And Qualifications

Education: High School Diploma or equivalent (GED) OR equivalent degree program.
 Language - Ability to speak effectively before customers and vendors.
 Language - Ability to write routine reports and correspondence.
 Mathematical - Ability to perform basic math calculations to verify accuracy of pricing.
 Proficient in Microsoft Office Suite
 Reasoning - Ability to define problems, collect data, establish facts, and draw valid conclusions. Must have strong attention to detail. Must be able to demonstrate analytical ability and problem-solving skills. Must have ability to read (or learn to read) blueprints and understand basic Engineering documents.

Experience: 5 year(s) required in Safety and Health Discipline in a manufacturing environment.
 5 year(s) required in Industrial Safety and Health Discipline.

Physical Demands

Physical activities typically performed while on the job.

| Activity | Frequency | Hours |
|---------------------------------|------------------------|-------|
| Bending/Stooping | Occasionally (10%-29%) | |
| Climbing–Stairs, Ladders, Slope | Periodically (30%-54%) | |
| Crawling | Occasionally (10%-29%) | |
| Grasping/Handling | Periodically (30%-54%) | |
| Kneeling | Frequently (55%-79%) | |
| Neck Flexion/Extension | Occasionally (10%-29%) | |
| Reaching Forward | Periodically (30%-54%) | |
| Reaching Overhead | Periodically (30%-54%) | |
| Sitting | Constantly (80%-100%) | |
| Standing | Constantly (80%-100%) | |
| Twisting | Periodically (30%-54%) | |

Walking

Constantly (80%-100%)

Physical Effort

Physical effort typically applied while on the job.

| Lift/Carrying | Distance | Activity | Frequency |
|---------------|----------|--|------------------------|
| 0 - 1 lb. | | | Seldom (1% to 9%) |
| 1.1 - 10 lbs. | | | Occasionally (10%-29%) |
| 11 - 25 lbs. | | | Periodically (30%-54%) |
| 26 - 50 lbs. | | | Periodically (30%-54%) |
| 51 - 75 lbs. | | Team lift required, or use of crane | Occasionally (10%-29%) |
| 76 - 100 lbs. | | | Seldom (1% to 9%) |
| Over 100 lbs. | | | Seldom (1% to 9%) |

Mental And/Or Visual Demands

Mental and/or visual demands typically sustained while on the job.

| Demand | Frequency |
|-------------------------------------|-----------------------|
| Critical-Thinking Skills | Frequently (55%-79%) |
| Problem-Solving Skills | Frequently (55%-79%) |
| Use eyes to see for daily functions | Constantly (80%-100%) |

Work Conditions

Work Conditions typically encountered on the job.

| Condition | Frequency |
|---------------------------|------------------------|
| Dust | Constantly (80%-100%) |
| Excessive Cold | Occasionally (10%-29%) |
| Excessive Heat | Periodically (30%-54%) |
| Manufacturing Environment | Constantly (80%-100%) |
| Noise | Periodically (30%-54%) |
| Office Environment | Seldom (1% to 9%) |

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

| Condition/Demand | Frequency |
|---------------------------|------------------------|
| Computer skills/knowledge | Occasionally (10%-29%) |
| Hearing | Constantly (80%-100%) |
| Indoors | Frequently (55%-79%) |
| Outdoors | Periodically (30%-54%) |
| Talking | Frequently (55%-79%) |

Metrics to be Measured

Overall:

- Demonstrate progress toward the organization's goals and objectives.
- Inspire or motivate a change in behavior/process.

Safety:

- Zero Recordables
- Experience Mod <1.0
- Frequency and completion rates of employee health and safety training.
- Near-miss reporting
- EHS audits
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By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

| | | | |
|-----------------|-------------------|-------------|-------------|
| Employee | <i>Print Name</i> | <i>Sign</i> | <i>Date</i> |
| Supervisor | <i>Print Name</i> | <i>Sign</i> | <i>Date</i> |
| Human Resources | <i>Print Name</i> | <i>Sign</i> | <i>Date</i> |
| Exec. Mgmt. | <i>Print Name</i> | <i>Sign</i> | <i>Date</i> |