

## **POSITION DESCRIPTION**

### **Health, Safety & Environmental Coordinator**

#### **MAJOR FUNCTION**

The primary role of the Geo-Solutions, Inc. Health, Safety & Environmental Coordinator (HSE Coordinator) is to ensure that Geo-Solutions, Inc. workers are provided a safe work environment. This will be accomplished by ensuring that the required health and safety policies and programs are being implemented by the responsible parties. The HSE Coordinator will practice established health and safety and industrial hygiene guidelines and procedures to perform this task. The HSE Coordinator is required to follow Geo-Solutions, Inc.'s Policies and Procedures, Federal, State, local, and facility specific requirements when providing health and safety guidance. The HSE Coordinator will also have a thorough understanding of these requirements and will be able to provide interpretation of these requirements as needed.

#### **ORGANIZATIONAL RESPONSIBILITIES**

This position will report directly to Geo-Solutions, Inc.'s Corporate HSE Manager. When on a jobsite, the HSE Coordinator will work closely with the Site Supervisor (SS) to help determine site health and safety resources, requirements, and guidance. It is important that the HSE Coordinator understands that the Site Supervisors are responsible for health and safety onsite. This position is an essential support function required to provide the proper level of guidance and support to maintain safe production at all Geo-Solutions, Inc. work sites.

#### **SPECIFIC RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO**

The HSE Coordinator is required to perform the responsibilities, as provided below, as well as any other direction given by the Corporate HSE Manager:

- Determining the health and safety needs of a jobsite prior to the initiation of any onsite work.
- Audit/ensure that all site personnel meet all necessary health and safety requirements prior to the initiation of site work on projects to which the HSE Coordinator is assigned. These requirements will include, but are not limited to, training requirements, medical requirements, and proper documentation of all company and site requirements.
- Writing required company and job-specific health and safety programs.
- Writing health and safety plans (HASPs).
- Help to administer the Site Docs application on jobsites and ensure all levels of personnel are performing their required paperwork, toolbox talks, audits, observations, etc.
- Maintaining, tracking, ordering, and developing maintenance programs for all monitoring instrumentation used by and maintained by the Health and Safety Department.
- Proficient in the use, calibration and basic maintenance of PID's, PDR's, Multi gas instruments, sampling pumps, colorimetric tubes, and other environmental/industrial hygiene equipment.
- As part of developing the site-specific health and safety programs, this position will notify local emergency services, develop site-specific emergency response plans, site-specific respiratory protection programs, site-specific personal protective equipment programs, and the site-specific training programs.

- The HSE Coordinator will be responsible for assisting the Site Supervisor in defining the exclusion zone boundaries, decontamination areas, the support zone, as well as any other support areas (i.e., first aid stations, air sampling locations, break areas, smoking areas, assembly areas, egress/access points, etc.).
- The HSE Coordinator will ensure that all required documentation is onsite; that a recordkeeping program is in place; guidance for complying with proper site documentation is in order; and that all monitoring instrument readings, calibrations, and all exposure documentation is recorded in sufficient detail.
- The HSE Coordinator will be responsible for maintenance of health and safety equipment. The HSE Coordinator will be able to provide simple repairs, calibration, and equipment management.
- The HSE Coordinator is required to know OSHA, NIOSH, AIHA, and NFPA regulations and/or recommendations. Knowledge of MSHA would be a plus.
- The HSE Coordinator will be responsible for performing air monitoring/sampling and determining the required equipment to achieve optimum results.

The HSE Coordinator will primarily be assigned to specific jobsites. **Extensive travel is required as an integral part of the job.** There will be extended periods of time when the HSE Coordinator will only be permitted to return home for the weekend every three weeks. The HSE Coordinator is responsible for meeting the requirements as stated above.

Provided below is a detailed description of site duties and tasks:

#### Site Mobilization

- 1) Conduct initial site survey/inspections as soon as possible.
- 2) Initiate daily crew safety briefings from the inception of the job until project completion.
- 3) Notify local emergency services and agencies.
- 4) Define initial work zones and decontamination stations.
- 5) Establish first aid station(s), emergency egress points and assembly areas.
- 6) Implement site emergency warning systems.
- 7) Identify local sources for first aid, safety, air monitoring, and fire protection equipment.
- 8) Establish local medical surveillance program contacts including testing for local hires, emergency medical treatment, ambulance service, etc.
- 9) Receive, inventory and inspect all safety and air monitoring equipment.
- 10) Conduct site-specific employee training session(s), including practice drills.
- 11) Begin routine air monitoring as necessary.

#### Ongoing Surveillance

- 1) Conduct employee training courses and crew safety briefings.
- 2) Conduct daily site safety inspections in tandem with the Site Supervisor.

- 3) Perform required air monitoring.
- 4) Communicate results of safety inspections and air monitoring to the Site Supervisor and Health and Safety Department personnel.
- 5) Conduct routine safety equipment inspections.
- 6) Maintain a safety recordkeeping program.
- 7) Review, and revise as necessary, the HASP, medical surveillance program, contingency plan, and emergency response plan.
- 8) Provide written safety activity reports to the Health and Safety Department.
- 9) Attend project update meetings as appropriate.

### **AUTHORITY**

1. The HSE Coordinator has the authority to stop work if any work conditions represent an imminent health and safety risk and/or threatens the safety of the worker. If an HSE Coordinator must stop work, he/she must inform the Site Supervisor and the Corporate HSE Manager.
2. The HSE Coordinator has the authority to provide verbal and written warnings to continuous offenders of health and safety policies/procedures and report such infractions to appropriate management personnel.

### **ACCOUNTABILITY**

The Health and Safety Specialist will be held accountable for satisfactory performance of outlined responsibilities and requirements. Performance evaluations will primarily be based upon how effectively the outlined duties are administered.

### **QUALIFICATIONS**

4-year degree in Safety & Health or Environmental Science. 3+ years of relevant experience in the field of Safety & Health, preferably in an environmental remediation capacity. ASP/CSP certification or willing to obtain within one year of hire date. Current 40-hour HAZWOPER training, working knowledge of industrial hygiene instrumentation, OSHA 30-hour Construction and preferably 8-hour HAZWOPER Supervisor training.

### **CONTACT**

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