STELLAR MANUFACTURING COMPANY, LLC
1647 Sauget Business Blvd., Sauget, IL 62206
(618) 337-1700
www.stellarmfg.com

- JOB DESCRIPTION -
Safety & Regulatory Specialist

JOB TITLE: Safety & Regulatory Specialist
DEPARTMENT: Safety
EFFECTIVE DATE: 7/12/2023

SUMMARY: Provide industrial hygiene, occupational, safety and environmental leadership for initiatives to prevent occupation injuries and illnesses. To ensure compliance with environmental, occupational, and safety regulatory requirements and drive continuous improvement in operations.

DUTIES AND RESPONSIBILITIES:

- Establish a safety culture that is aligned with Stellar Manufacturing's EH&S Goals.
- Design and implement all safety monitoring programs to safeguard employees from injuries and ensure compliance with regulatory EH&S standards.
- Monitor, maintain, and perform audits of safety equipment and programs including, but not limited to PPE for employees, fire extinguishers, fire alarms, housekeeping standards, near misses, lock out – tag out (LOTO), industrial hygiene, etc.
- Proactively collaborate with contracted occupation health care providers to manage workplace injuries or illnesses.
- Must have the ability to effectively communicate and explain the importance of following safety, health, and regulatory protocols and procedures.
- Conduct safety inspections, safety meetings, audits, drills, training, and ensure the organization is well prepared for emergency response.
- Evaluate new production processes for hazards, establish recommendations for safety performance improvement, and ensure an ongoing robust program exists for identifying and addressing existing hazards
- Participate in the Quality Management System (QMS) by documenting processes and drafting Standard Operating Procedures (SOPs).
- Serve as an influential member of the Management Review Team (MRT) to improve the customer experience.
- Company liaison with all federal, state and local regulatory agencies
- Ensure compliance with and maintains documentation of all regulatory reporting and filing responsibilities (EPA, IEPA, Tier 2, ROSS, SWPPP, NFPA, etc.)
- Performs other duties and special projects as assigned.

QUALIFICATIONS:

- BS in Safety Management, Chemical Engineering, Chemistry, or other equivalent science related degree
- 5 – 8 + years of EH&S related experience, preferably in the chemical/specialty chemical industry
- Proficiency with Microsoft Excel, Teams, Word, PowerPoint, and Outlook
- Experience with document control systems
- Experience implementing systems and processes within an organization.
- Excellent communication skills with a demonstrated ability to engage with employees at all levels in the organization.

1647 Sauget Business Blvd., Sauget, IL 62206
(618) 337-1700
www.stellarmfg.com

- Knowledge and exposure to industrial hygiene, PSM, RMP, PHAs, Emergency Response, OSHA, DOT, RCRA, SWPPP, SPCC, NFPA, ANSI and ISO (14001, 45001) programs are advantageous.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasional standing, lifting, climbing, bending, stooping, kneeling, crawl, and walking.
- Frequent sitting and working with a personal computer.
- Employee must be able to lift up to 50 lbs
- Employee may be exposed to various chemicals and weather elements.
- Employee must be able to wear a respirator and/or other personal protective equipment (PPE) when necessary to reduce exposure
- Employee must be able to work in hot and cold environments.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Requirements:

1. Able to work 5 days a week in office without relocation (1647 Sauget Business Blvd., Sauget, IL 62206).
2. Authorized to work in the US without sponsorship.