



## **JOB DESCRIPTION**

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**TITLE:** Environmental Health and Safety Co-op

**DEPARTMENT:** Human Resources

**REPORTS TO:** Human Resources Manager

**FLSA:** Non-exempt

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### **Position Summary**

Assist Human Resources/Safety department in a variety Safety Issues

### **Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Review and make recommendations to the Safety Manual
- Review and update Safety Training
- Assist with Safety Trainings
- Make recommendations for conducting toolbox safety meetings
- Verify all employee training files are scanned and saved electronically

### **Minimum Qualifications (Education, Experience, Skills)**

- Student pursuing four-year degree with Safety emphasis or equivalent preferred
- Requires effective oral and written communication skills
- Excellent interpersonal and problem-solving skills
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form
- Adept at organizing and planning
- Ability to use discretion
- Must have basic knowledge of current software packages (Excel, Microsoft Office)

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk and hear. The noise level in the work environment is usually moderate to loud. The employee frequently is required to use hands and fingers. The employee is frequently required to sit, but will also stand and walk on concrete floors in a manufacturing environment. Employee will also occasionally reach with hands and arms, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision while using computer or reading.

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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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Reviewed with employee by:

\_\_\_\_\_  
Manager's Name

\_\_\_\_\_  
Date

Received and accepted by:

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date