UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

Working Title: Environmental Health & Safety Manager

Hayes Hill Title/Level: Administrative Program Manager III, 1.0 FTE, 12-month annual appointment

Position Reports to: Vice Chancellor of Administration & Finance

Position Summary:
The Environmental Health and Safety Manager’s primary role is to safeguard the environmental health and safety of the employees, students, faculty, staff and visitors of the University of Wisconsin-Superior. The manager is expected to deal with a broad range of disciplines and provide technical guidance to all levels of administration and employees on a daily basis. The scope of this position includes emergency planning, hazardous waste program coordination, construction and renovation project safety review, workers compensation program coordination, occupational safety programs development, implementation and control of programs; including developing and providing training and advising employee or students who have concerns about safety or chemical exposures in their work setting.

Job Responsibilities:
1. Provide administrative direction, leadership, coordination and management in all aspects of environmental health and occupational safety programs on campus; serve as the primary campus resource for information, technical consultation, regulatory interpretation, applicable training and related services.
   a. Develop, implement and assess programs to meet federal and state occupational health and safety compliance requirements.
   b. Serve as Chemical Hygiene Officer as required by the OSHA Laboratory Standard.
   c. Assist campus departments to ensure compliance with state and federal environmental health and occupational safety regulations, such as: Emergency Planning and Community Right to Know Act (EPCRA), Tier II reporting, Homeland Security Chemical Facility Antiterrorism Standard (CFATS) and Select Agent reporting. Serve as authorized representative for signature authority for completion of Tier II reporting, CFATS and Select Agent reporting.
   d. Promote awareness of safety and environmental health issues on campus.
   e. Fulfill industrial hygienist functions for campus, i.e. conduct assessments for exposure to chemical and physical hazards, indoor air quality investigations, review ventilations designs and office ergonomic assessments.
   f. Maintain campus archive of material safety data sheets (MSDS) and distribute MSDS to users as received from vendors. (MSDS must be archived for 30 years past the last date the material is on campus.)
   g. Serve as a competent resource person for fall protection and fall protection awareness programs.
   h. Serve as the Alternate Emergency Coordinator as named in the campus Spill Prevention Control and Countermeasures Plan.
   i. Participate in construction and renovation project review and implementation to safeguard the campus community.
   j. Create and administer departmental budget.

2. Coordinate the hazardous wastes program
   a. Collect, store, inventory and arrange for the disposal of hazardous, bio hazardous or radioactive waste as well as electronic scrap, lamps and ballasts.
b. Maintain training as a hazardous materials shipper and serve as a resource for campus departments in shipping hazardous waste materials.

c. Maintain records, complete annual reporting requirements, sign manifests and other legal documents relating to waste management on behalf of the campus as the Hazardous Materials coordinator.

d. Serve as the emergency coordinator for UW-Superior as defined in the hazardous waste regulations.

3. Coordinate the fire safety program
   a. Serve as the campus liaison with the Superior Fire Department.
   b. Conduct joint fire safety inspections with Fire Department inspectors.
   c. Facilitate campus compliance with fire safety regulations and violation corrections.
   d. Provide technical assistance for fire extinguisher placement and selection; maintain the campus database of fire extinguishers.

4. Co-coordinate emergency response planning and related activities with the Director of Campus Safety
   a. Prepare written emergency plans and help coordinate training for emergency response topics.
   b. Plan and coordinate the annual COOP table top exercise; complete the After Exercise Review (AER) and submit to UW System.
   c. Conduct fire and tornado drills and submit required reports to the UW System and local officials.
   d. Maintain the campus Emergency Response web page.
   e. Collaborate with the City of Superior for campus participation in the City All Hazards Mitigation Plan.
   f. Serve as the campus Continuity of Operations (COOP) Coordinator for the purposes of developing the campus and departmental COOP plans. The COOP Coordinator is the liaison with the UW System COOP planning team.
   g. Maintain the EH & S controlled first aid kits and automatic external defibrillators (AEDs) on campus.
   h. Maintain the EH & S controlled weather radios deployed on campus.

5. Administer the UW-Superior risk management program.
   a. Oversee property and liability insurance activities; assessment and control of liability exposure.
   b. Consult with faculty and staff on risk management concerns, policies and procedures.
   c. Contact for UW System Risk Management concerns; participate in monthly Risk Management WisLine.

   a. Enter all claims into STARS (UW System reporting tool) in a timely manner.
   b. Coordinate with employees, UW System Risk Management and medical/health care providers to ensure proper invoicing and payment.
   c. Administer the return to work program for employee with medical restriction due to workplace injuries and illnesses.
   d. Establish management reports for injury/illness losses and work with management to set institutional performance measures for reducing losses.
   e. Maintain appropriate and complete records in each area of responsibility.
   f. Provide management reports beyond injury/illness.

7. Assist Facilities Management, as needed, with the development and implementation of policies and procedures to comply with Federal and State environmental regulations affecting air, land or

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Perform environmental audits for property acquisitions, project and renovation/new building plan review, environmental sampling and data interpretation, staff training and other activities as needed.

8. Represent the interests of UW-Superior on appropriate committees and work groups.
   a. Develop and maintain effective working relationships with UW System Administration Office of Risk Management, UW System Legal Counsel, the State of Wisconsin Bureau of Risk Management as well as other relevant state and federal offices.
   b. Serve on appropriate community level committees such as Douglas County Local Emergency Planning Committee.

9. Other duties as assigned

**Knowledge, Skills and Abilities:**
- Comprehensive knowledge of a broad range of regulations, concepts, principles, practices and procedures relating to chemical hazard, occupational safety industrial hygiene and hazardous waste management.
- Knowledge of and experience with technology based productivity resources.
- Knowledge and experience in budget creation and administration.
- Demonstrated experience of effective interpersonal, organization, analytical and communication skills.
- Demonstrated ability to develop and maintain cooperative working relationships across a wide range of constituents.
- Ability to balance multiple priorities
- Ability to lift 40 pounds, climb ladders and wear Personal Protective Equipment (PPE) including respirator.

**Required Qualifications:**
- Bachelor’s degree in Occupational Health & Safety, Industrial Engineering or a related field
- Four (4) years of related experience in occupational safety and health positions, along with supervisory experience

**Desirable Qualifications:**
- Master’s degree in Safety Occupational with two (2) years of post-graduate experience
- Certification as an Industrial Hygienist or Safety Professional